AMSUS 2015 Continuing Education Annual Meeting

Exhibit Dates: 1-4 December 2015

Dear Exhibitor:

This Exhibitor Service Kit provided by Arata Expositions contains important information and order forms that you will need for your display. In order for Arata and AMSUS to provide you with the most efficient service, please review all of the enclosed forms and information, complete the forms for the services that you will require, and return them by the indicated deadlines to the address specified on each form.

Some tips:

- Order early to take advantage of discounts.
- Retain a copy of each order that you place.

The following general information has also been provided to assist you with your plans:

Exhibitor Registration Schedule/Information

Monday, 30 November	8:00am – 5:00pm
Tuesday, 1 December	6:30am – 6:00pm
Wednesday, 2 December	7:00am – 1:00pm (Exhibit Hall closes at 1:00pm)

Exhibitor Hall Schedule

Sunday, 29 November (*Island Booths Only*)	2:00pm – 6:00pm	Exhibitor Set-Up
Monday, 30 November	8:00am – 6:00pm	Exhibitor Set-Up

Booths must be set up and show ready by 9:00am on Tuesday, 1 December.

Tuesday, 1 December	10:00pm – 1:00pm	Exhibit Hall Open
Tuesday, 1 December	4:30pm – 6:30pm	Exhibit Hall Open
		Poster Session & Networking Reception
Wednesday, 2 December	10:00am – 1:00pm	Exhibit Hall Open

Wednesday, 2 December	1:00pm – 7:00pm	Dismantle

Booth Size and Restrictions

Standard in-line booth size is 10 feet x 10 feet. The standard booth will be equipped with an 8-foot backdrop, 3-foot draped side rails and a company ID sign. The height restriction for a linear booth is 8 feet and must not protrude more than 50% of the distance from the back drape to the front of the booth. No obstructions are permitted in the front half of a linear booth above a height of 48 inches.

The 8-foot height restriction is waived for island displays and full use of the space is permitted. However, due to exhibit hall ceiling limitations, all display and sign material must be kept to 16 feet or under. Island exhibitors must submit a floor plan and elevation drawing to Show Management by 30 October 2015. Please e-mail evaluation and floor plan to stacie.doan@amsus.org.

Exhibitor Badges
Exhibitor badges can be registered for online, your exhibitor login number will be sent to the exhibitor contact on file by our registration and housing vendor, Orchid. If you have not received your login information, please contact help@orchideventsolutions.com. Each exhibiting company will receive 4 complimentary exhibitor badges per 10'x10' booth. Additional badges may be purchased for $50.00 each. Exhibitor personnel must present a business card showing that they are an employee or affiliate of an exhibiting company in order to pick up their badge on-site at exhibitor registration.

Exhibitor Attendance of Educational Sessions
Exhibitors may attend the educational sessions on a space available basis. Exhibitors wishing to earn CE credit must purchase a full attendee registration.

Installation and Dismantle Services
Exhibitors planning to use an outside contractor to provide installation and dismantle services must complete the enclosed Exhibitor Appointed Contractor form. You must provide the name of the company, name of the supervisory personnel and evidence of adequate liability insurance coverage.

Labor and Costs
Please review the Labor Section in this Exhibitor Service Kit in its entirety so that you are fully aware of and familiar with the local labor regulations and costs prior to move-in. This information is very important and beneficial when budgeting for your exhibit costs.

Show Colors
The exhibit area will have burgundy and silver drapes with blue aisle carpet.

Thank you for your support of the AMSUS Annual Meeting.
Please contact Stacie Doan for further assistance at 301-828-1593 or via email: stacie.doan@amsus.org

We look forward to seeing you in San Antonio, TX!

Stacie Doan
Exhibits & Advertising Manager

OFFICIAL AMSUS EXHIBITION RULES AND REGULATIONS

The following rules and regulations have been designed for the benefit of all exhibitors and in conjunction with the information in the prospectus constitute a formal contract. AMSUS requests the full cooperation of the exhibitor in their observance.

Staffing of Booth

As a courtesy to the attendees and your fellow exhibitors, please be sure that your booth is staffed at all times during the exhibit hall hours.

Canvassing or distributing advertising matter outside the exhibitor's own booth is not permitted. Solicitation of business by non-exhibiting firms is prohibited.

Distribution of Giveaways

Customary descriptive product literature, note pads, pens, pencils and other items may be distributed from the booth. Distribution of product samples, giveaways or literature may only take place within the exhibitor's booth and must not interfere with other exhibitors' space. Exhibitors are permitted to have food service in their booth; however, all food service arrangements must be coordinated through the convention center caterer.

Contests, lotteries, raffles and games of chance must be approved by Exhibit Management prior to the meeting. All attendees must be permitted to participate in all booth activities. The prize or award resulting from any activity should not take the winner(s) away from the meeting during official educational or exhibit hours.

The AMSUS logo is the exclusive property of and trademarked by the association. It may not be used in any way, i.e., promotional literature, giveaways, etc. by anyone else for any purpose without specific written approval from AMSUS.

Subletting Space

The subletting, assignment or appointment of the whole or any part of space by any exhibitor is prohibited. No exhibitor may permit any other party to exhibit in his space any goods other than those manufactured or handled by the contracting exhibitor, nor permit the solicitation of business by others within his space.

Sales and/or Order Taking

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales and order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitors' own unaltered products and the products or services must be pertinent to the attendees' professional interest. AMSUS reserves the right to restrict sales activities that it deems inappropriate or unprofessional. It is the responsibility of the exhibitor to research and comply with all local sales tax requirements.

Exhibitors selling or taking orders at AMSUS must adhere to certain business license and sales and use tax regulations, which vary from state to state. Exhibitors are responsible for making the necessary arrangements to adhere to the San Antonio Convention Center regulations.

General Conduct

- Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors.
- X-ray equipment may be exhibited but not operated.
- Demonstrations or audiovisual displays shall be confined to booth space and shall not interfere with the normal traffic flow. Sound spillover, obstruction, or other infringement on neighboring exhibits will not be permitted.
- No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decorations must withstand a flame proof test as prescribed by the fire ordinance of San Antonio.
- Any exhibits or parts thereof that are found not to be fireproof may be ordered dismantled. All aisles and exhibit areas must be kept clear at all times, and fire stations and fire extinguisher equipment must not be covered or obstructed.

- Volatile or flammable oils, gases, unprotected picture film, other explosive or flammable matter, or any substance prohibited by San Antonio laws or insurance carriers, are not permitted on premises.
- All exhibits must conform strictly to the Rules and Regulations as indicated in the Exhibitor Prospectus. AMSUS reserves the right to restrict any exhibit that might be considered inappropriate. This restriction includes articles, conduct, dress of model, printed matter or anything objectionable to the exhibit as a whole.
- All points not specifically covered are subject to the decision of AMSUS.

Liability
The exhibitor agrees to protect, save and keep AMSUS and the occupied hall forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor or his employees or agents, as well as to strictly comply with the applicable terms and conditions contained in the agreement between AMSUS and the occupied hall regarding the exhibition premises.
Exhibitor should maintain general public liability insurance in any amount sufficient to cover such obligations, including show cancellation insurance. Exhibitor acknowledges and agrees that it will obtain, at its own expense, any and all licenses or permits in order to comply with all local, state and federal laws, ordinances and regulations for any of its activities in connection with the AMSUS Annual Meeting.
The service contractor shall not be liable beyond the respective services stipulated, and requests all exhibitors submit a Certificate of Liability Insurance Form to AMSUS by **November 2, 2015**.

Insurance
Exhibitors who wish to insure their exhibit materials, goods and/or wares against theft, damage by fire, accident or loss of any kind, must do so at their own expense. As a courtesy to exhibitors, security for the exhibit area will be furnished by AMSUS during the hours deemed necessary by AMSUS and Exhibit Management. The furnishing of such a service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

Violations
Violation of any of these regulations on the part of the exhibitor, his employees or agents shall nullify the right to occupy space, and such exhibitor shall forfeit to management all monies that have been paid. Upon violation of any of these regulations on the part of the exhibitor, any expense incurred will be borne by the exhibitor.
Exhibitors shall be liable for all damages which management may incur and forfeit all monies paid or due. The exhibitor expressly waives the serving of a written notice to reenter and terminate.

Amendments of Rules and Regulations
All matters and questions not covered by these regulations are at the discretion of Management. These regulations shall be equally as binding, upon publication, on all parties affected by them as were the original regulations.

Authorization of Use of Exhibitor-Appointed Contractors

Deadline: 30 October 2015

This form must bear the signature of the exhibiting company's authorized full-time employee.
Forms signed by exhibitor-appointed contractors will be returned to sender.

- We have requested labor through the Association's official labor contractor, Arata Expositions.
- We will use our own full-time employees to install/dismantle our display.
- We will use an exhibitor-appointed contractor according to the Rules and Regulations published in the Exhibitor Service Kit.

These companies are:

_____
Exhibitor-Appointed Contractor

_____
Company Contact

_____
Address

_____
City/State/Zip

_____
Telephone

_____
Fax

_____
Service To Be Performed

****

_____
Exhibiting Company

Booth No.

_____
Name of Annual Meeting Contact

Signature

_____
Telephone

Date

Return to:
AMSUS Exhibit Management
Attn: Stacie Doan
9320 Old Georgetown Road
Bethesda, MD 20814
f: 301-530-5446 |stacie.doan@amsus.org

15928 tournament drive
gaithersburg, md 20877
telephone (301) 921-0800
fax (301) 990-1717
www.arataexpo.com

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming AMSUS Meeting scheduled for December 1-2, 2015 at the Henry B. Gonzalez Convention Center in San Antonio, Texas.

Please take time to carefully review the information and order forms that follow. We encourage you to **ORDER IN ADVANCE** those items and services you require. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

Each 10' x 10' booth will receive 8' high burgundy back wall, 3' high silver siderail, 10' grey carpet, (1) 6' x 30" silver draped table, (2) side chairs, (1) wastebasket and an 7" x 44" ID sign with your company name and booth number. The aisles will be carpeted in blue.

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8.25% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the 2015 Meeting. If you find that you need additional information at any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

SHOW FACTS

AMSUS 2015

AMSUS 2015
December 1-2, 2015
Henry B. Gonzalez Convention Center
Hall C
San Antonio, Texas

BOOTH EQUIPMENT:

Each 10' x 10' booth will receive 8' high burgundy backwall drape, 3' high silver siderail drape, one (1) 10' grey carpet, one (1) 6' x 30" silver draped table, two (2) side chairs, (1) wastebasket and a one line identification sign indicating the name of the exhibiting company and booth number.

AISLE CARPET:

Aisles will be carpeted in blue.

HEIGHT LIMITS:

Linear booths may not exceed 8' in height on back wall. Island booths may not exceed 16' in height. Please call Arata Expositions, Inc. at (301) 921-0800 if you have any questions regarding height restrictions.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive before November 13, 2015)

To: (Name of Exhibitor and booth number)
For: AMSUS 2015
c/o: Arata Expositions, Inc.
c/o: YRC
111 Gembler Road
San Antonio, TX 78219

DIRECT SHOWSITE SHIPMENTS

(Shipments will not be received until Sunday, November 29, 2015)

To: (Name of Exhibitor and booth number)
For: AMSUS 2015
c/o: Arata Expositions, Inc.
c/o: Henry B. Gonzalez Convention Center
Hall C
200 E. Market Street
San Antonio, TX 78205

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

AMSUS 2015
December 1-2, 2015
Henry B. Gonzalez Convention Center
Hall C
San Antonio, Texas

SHOW SCHEDULE

SET UP TIMES

Sunday,	November 29	2:00pm - 6:00pm (Islands only)
Monday,	November 30	8:00am - 6:00pm

SHOW HOURS

Tuesday,	December 1	10:00am - 1:00pm
		4:30pm - 6:30pm
Wednesday,	December 2	10:00am - 1:00pm

MOVE OUT TIMES

Wednesday,	December 2	1:00pm - 7:00pm
Thursday,	December 3	8:00am - 11:00am

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HELPFUL HINTS

AMSUS 2015

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. Please review the following hints that will help you maximize your time and money spent on this exhibition:

PRIOR TO THE SHOW

- Read the ENTIRE Exhibitor Service Manual.
- Complete all applicable order forms in their entirety. If you have multiple locations, please complete separate order forms for each location (booth, meeting room, etc.)
- A completed credit card authorization form is required with all orders even when paying by check, cash, or wire transfer. Please ensure that the credit card information is complete and correct including the expiration date.
- Be sure you return the appropriate forms to the appropriate vendors by the order deadline dates. By submitting your order forms (with full payment) by the deadline dates, you can save money by taking advantage of advance discount pricing.
- Confirm your orders with each vendor. Arata Expositions will send out a confirmation email for our services once your order is processed.
- Confirm delivery and pick up dates and times with Arata and communicate them to your carrier. Refer to the special handling page to review the definition of special handling charges. You may want to share this information with your carrier.
- Bring the tracking numbers from all of your shipments as well as contact information for your carrier.
- Put together a trade show survival kit to include in your freight or carry with you, including: a small tool kit, stapler, staples, scissors, tape, pens & markers, and a first aid kit.

SHOWSITE

- A Customer Service Center will be set up in the exhibition hall for your convenience. If you have any questions or need any assistance during the course of the event, you can contact all of the Official Vendors at the Customer Service Center .
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.
- Work Zone: Customer acknowledges that the show site and surrounding areas are active work zones. Exhibitors, its agents, employees, and representatives are present at their own risk.
- If you have any questions or concerns about your final invoice, please be sure to contact the Arata Expositions, Inc. representative at the Customer Service Center before the close of the show. Absolutely no credits will be issued after the show closes.

OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the show site. It is the Customer's responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than 10:00am on Thursday, December 3, 2015 or your freight will be re-routed on the designated show carrier.

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gaithersburg, md 20877
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www.arataexpo.com

HOW TO PLACE YOUR ORDER

AMSUS 2015

Complete as many of the order forms for furniture**,** carpeting, shipping, etc., as your planning allows before each Deadline Date. **Orders without payment will not be processed. All companies must provide a credit card authorization form with orders.** Make checks payable to Arata Expositions, Inc. **Orders with payment received after the Deadline Date will be charged standard prices.**

FORMS TO ARATA EXPOSITIONS, INC.

- Complete the necessary Arata Expositions, Inc. forms and calculate the cost of each order.
- Review our PAYMENT POLICY AGREEMENT carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT IN FULL AND A CREDIT CARD AUTHORIZATION ON FILE.** A credit card authorization is required even when paying via cash, company check and/or wire transfer.
- Complete the CALCULATION WORKSHEET.
- For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this Manual.
- Place your order online, mail, fax or email this set of documents to:

Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877
Phone (301) 921-0800
Fax (301) 990-1717
Email drosen@arataexpo.com

FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, etc., please follow the payment and mailing instructions indicated on each of these forms located in the Exhibitor Service Manual.

ORDERS AFTER THE DEADLINE

If there is still time for forms to reach us by mail, air courier, fax or email, you are welcome to make additions after the deadline date. Note that these will be charged at the standard rate.

SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.

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PAYMENT POLICY AGREEMENT

AMSUS 2015

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Arata Expositions, Inc. requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. Please contact our office for wire transfer information. **A $25.00 wire transfer fee must be added to the amount transferred**. The exhibiting company will be responsible for all bank fees. All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Exhibit Shipping Information & Material Handling Rate form is sent in; or
- Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or show site for which AEI is the Official General Contractor for the event: or
- When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

International firms paying by company check must pay in U.S. funds drawn on a U.S. bank. **All companies must provide a credit card authorization form with orders. Purchase orders are not considered payment.**

Your show site representative, agent, or display house must be made aware of this policy and **must** be able to settle the account in full as we will not bill a third party. Arata Expositions, Inc. reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the second day of the show.

There will be a fee of $50.00 for any returned check.

If the exhibitor is tax exempt, exhibitor must supply a certificate for the state in which the services are to be used.

It is the responsibility of the exhibitor to advise the Arata Expositions, Inc. Service Desk immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 3% service fee will be charged for the credit and a 3% service fee for the new charge.

Any unpaid balance after the close of the show, shall be due and payable upon receipt of invoice. Unpaid balances after 30 days of invoice date will be subject to a FINANCE CHARGE, at the lesser of the maximum rate allowed by law or 2% per month, which is an annual percentage rate of 24%.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL **NOT** BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CREDIT CARD OR CERTIFIED CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED AND CLEARED.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

arata expositions, inc.
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phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

CHARGE AUTHORIZATION

AMSUS 2015

All companies must provide a credit card authorization with order. Any remaining balance after completion of all show services (including any T3 Logistics, LLC charges) will be charged to your authorized credit card.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

Booth Number(s) _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Ordered by _____ Date _____ Telephone _____

Fax _____ E-Mail _____

CREDIT CARD AUTHORIZATION

American Express ☐ **MasterCard** ☐ **Visa** ☐

Account # **EXPIRATION DATE** | | | | |

Cardholder's Name (Print)_____

Cardholder's Signature _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

(This form must be signed and accompanied by your order)

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
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fax: (301) 990-1717
www.arataexpo.com

THIRD PARTY PAYMENT

AMSUS 2015

Booth Number(s) _____

Name of Organization _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

Please complete and return this form to charge the final balance for show services to a third party account. A third party credit card authorization must be received at least 30 days prior to show opening. **BOTH FIRMS MUST COMPLETE THIS FORM**. Any remaining balance after completion of all show services will be charged to the authorized credit card. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

We understand, and agree, that we, the exhibiting firm, are ultimately responsible for payment of charges, and in the event the named third party does not discharge payment prior to show closing, such charges will revert to our firm.

We have read, understand, and agree to all the above terms and have advised our show site representative accordingly.

Exhibitor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the third party:

- ☐ All Services
- ☐ Furniture, Carpet and Accessories
- ☐ Labor
- ☐ Other (Please Specify) _____
- ☐ Booth Cleaning
- ☐ Material Handling

Cardholders Signature

EXHIBITING COMPANY

Exhibiting Company

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the exhibiting company:

- ☐ All Services
- ☐ Furniture, Carpet and Accessories
- ☐ Labor
- ☐ Other (Please Specify) _____
- ☐ Booth Cleaning
- ☐ Material Handling

Cardholders Signature

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF NOVEMBER 6, 2015.

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

COST CALCULATION

AMSUS 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

COST CALCULATION WORKSHEET

1. Furniture ..... _____
2. Display Tables..... _____
3. Plush Carpet/Standard Carpet ..... _____
4. Custom Furniture ..... _____
5. Rental Booths..... _____
6. Cleaning ..... _____
7. Signs ..... _____
8. Labor Installation/Dismantle..... _____
9. Forklift Installation/Dismantle..... _____
10. Rigging Installation/Dismantle..... _____
11. Floral..... _____
12. Material Handling Estimate..... _____
13. **TOTAL LINES 1- 12**..... $ _____
14. Add 8.25% Tax ..... $ _____
15. **BALANCE DUE***..... $ _____

***Your order will not be processed without a credit card on file.**

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
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SAFETY

AMSUS 2015

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

Arata Expositions, Inc. is committed to safety and values it throughout our organization and demonstrates it in the work we perform. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an Arata Expositions employee. By reporting unsafe or hazardous conditions and by following the safety guidelines below you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES:

- Only authorized personnel and employees allowed, all others prohibited.
- This is an active work zone. Please treat the show areas during move-in and move-out as an active construction zone. Appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Never run in the exhibit hall. Please walk. Watch your step in aisles.
- Smoking is prohibited in the exhibit hall and dock areas.
- Stay clear of dock doors.
- Stay clear of heavy machinery.
- Never stand on furniture. The furniture is not designed to support your standing weight.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage. Do not overload outlets or plugs.
- Protect valuables at show site. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Keep fire exits clear and report any fires immediately.

If you notice anything unsafe please contact an Arata employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

THINK SAFETY ! ! !

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

STANDARD CARPET

AMSUS 2015

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. If your rental carpet is damaged, you will be charged the full replacement cost which is equal to the rental charge.

STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
☐	10' x 10' Carpet	$190.00	$247.00	$
☐	10' x 20' Carpet	$380.00	$494.00	$
☐	10' x 30' Carpet	$570.00	$741.00	$
☐	10' x 40' Carpet	$760.00	$988.00	$

Standard carpet is supplied **only** for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.

STANDARD SPECIAL CUT BOOTH CARPET

Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____	x $4.10 per sq. ft	$5.33 per sq. ft	= $_____

STANDARD CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

If item colors are not selected in advance, AEI will do so at no risk.

CARPET PADDING

		Discount Price	Standard Price		Extended Price
Single Padding	_____ x _____ = _____ sq. ft. x	$1.60 per sq. ft	$2.08 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft. x	$3.20 per sq. ft	$4.16 per sq. ft	=	$ _____

VISQUEEN

	Discount Price	Standard Price		Extended Price
_____ x _____ = _____ sq. ft. x	$ 1.10 per sq. ft	$1.43 per sq. ft	=	$ _____

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All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total	
8.25% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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PLUSH CARPET

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PLUSH CARPET

This plush, heavy cut nylon pile carpet has built-in Scotchguard. Rental includes installation, all necessary taping, plastic covering for protection, and removal at the close of the show.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft		Discount Price	Standard Price		Extended Price
_____	x	$6.35per sq. ft	$8.26 per sq. ft	=	$_____

PLUSH CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Navy ☐ Red ☐ New Blue ☐ Beige ☐ Emerald ☐ Silver Cloud ☐ Burgundy ☐ Ice **

If item colors are not selected in advance, AEI will do so at no risk. ****Purchase only @ $7.20 per sq. ft discount or $9.36 standard**

CARPET PADDING

			Discount Price		Standard Price		Extended Price
Single Padding	_____ x _____ = _____ sq. ft.	x	$1.60 per sq. ft		$2.08 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft.	x	$3.20 per sq. ft		$4.16 per sq. ft	=	$ _____

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Plush Booth Carpet Total	
8.25% Tax	
Total	

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FURNITURE

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CHAIRS				
Qty.	**Description**	**Discount Price**	**Standard Price**	**Extended Price**
	Arm Chair	$86.00	$111.80	$
	Side Chair	$75.00	$97.50	$
	Counter Stool	$97.00	$126.10	$
ACCESSORIES				
	Wastebasket	$22.00	$28.60	$
	Literature Rack	$85.00	$109.20	$
	Bag Holder	$87.50	$109.80	$
	Easel (Tripod)	$55.00	$71.50	$
	Chrome Sign Holder (22” x 28”)	$97.00	$126.10	$
	Posterboard, 4’ x 8’, Vertical	$135.00	$175.50	$
	Posterboard, 4’ x 8’, Horizontal	$135.00	$175.50	$
	Credenza (18”d x 36”w x 42”h) white ☐ grey ☐ black ☐	$290.00	$435.00	$
	Pedestal (18”d x 18”w x 42”h) white ☐ grey ☐ black ☐	$205.00	$307.50	$

SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) ($55 min)	$18.00	$23.40	$
	3' High (per lin. foot) ($55 min)	$15.00	$19.50	$
	Special Skirting (per lin. foot)	$12.00	$15.60	$
	8’ High End Cap / Close Off	$55.00	$71.50	$

(CHECK COLOR BELOW)

☐ Blue ☐ Teal ☐ Burgundy ☐ Black
☐ Red ☐ Silver ☐ Purple ☐ White

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Furniture Total	
8.25% Tax	
Total	

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Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

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DISPLAY TABLES

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DRAPED DISPLAY TABLES 30" HIGH

Qty.	Description	Discount Price	Standard Price	Extended Price
	2' x 4' x 30"	$130.00	$169.00	$
	2' x 6' x 30"	$150.00	$195.00	$
	2' x 8' x 30"	$170.00	$221.00	$
	4th Side Drapes for 30" Tables	$50.00	$65.00	$

DRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	$165.00	$214.50	$
	2' x 6' x 42"	$180.00	$234.00	$
	2' x 8' x 42"	$195.00	$253.50	$
	4th Side Drapes for 42" Tables	$55.00	$71.50	$

(CHECK COLOR BELOW)

☐ Black ☐ Blue ☐ Burgundy ☐ Silver
☐ White ☐ Red ☐ Teal ☐ Gold

If item colors are not selected in advance, AEI will do so at no risk.

UNDRAPED DISPLAY TABLES 30" HIGH

	2' x 4' x 30"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	$70.00	$91.00	$
	2' x 6' x 30"		$85.00	$110.50	$
	2' x 8' x 30"		$95.00	$123.50	$

UNDRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	$95.00	$123.50	$
	2' x 6' x 42"		$105.00	$136.50	$
	2' x 8' x 42"		$115.00	$149.50	$

DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	$45.00	$58.50	$
	6 ft. Riser (white vinyl)	$55.00	$71.50	$

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Display Tables Total	
8.25% Tax	
Total	

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
SOFAS/SECTIONALS AND LOVESEATS			
HEA08		Heathrow Sofa/Black Vinyl	639.00
SO1		South Beach Sofa/Platinum Suede	599.00
SFA001		Mirabel Sofa/Brown Leather	761.00
SFA002		Allegro Sofa/Blue Fabric	628.00
NPLSOF		Naples Sofa/Black Vinyl	806.00
TANSOF		Tangiers Sofa/Beige Textured	639.00
SOM		Key West Sofa/Black	527.00
SFA003		Roma Sofa/White Vinyl	761.00
HS008		Heathrow 3 Piece Sectional/Black Vinyl	1676.00
SO2		South Beach 3 Piece Sectional/Plat. Suede	1304.00
LS M		Key West Loveseat/Black	469.00
NPLLOV		Naples Loveseat/Black Vinyl	678.00
CLUB/OCCASIONAL/MEETING CHAIRS			
CHR003		Roma Chair/White Vinyl	497.00
CHR001		Mirabel Chair/Brown Leather	497.00
CHR002		Allegro Chair/Blue Fabric	417.00
NPLCHR		Naples Chair/Black Vinyl	562.00
TANCHR		Tangiers Chair/Beige Textured	415.00
OCB		Key West Tub Chair/Black	384.00
HCH08		Heathrow Chair/Black Vinyl	498.00
HC008		Heathrow Corner Chair/Black Vinyl	537.00
SWAN		Swanson Swivel Chair/White Vinyl	345.00
OCA		T-Vac/Translucent/Chrome	267.00
OCH		Madrid Chair/Black Leather	722.00
BCW		Madrid Chair/White Leather	722.00
CCE		Ice Chair/Transparent	197.00
LABREA		La Brea Swivel Chair/Charcoal Grey Fabric	396.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
CLUB/OCCASIONAL/MEETING CHAIRS (CONTINUED)			
MADGRY		Madden Arm Chair/Light Grey Vinyl	409.00
OCMESP		Espresso Meeting Chair	179.00
OCMTAU		Taupe Meeting Chair	257.00
OTTOMANS			
BNO08		Bench Ottoman/Black Vinyl	396.00
BNO75		Bench Ottoman/White Vinyl	396.00
END02B		Endless Square Ottoman/Black	345.00
END02W		Endless Square Ottoman/White	345.00
SAL		Sally Stool/White	87.00
OSC		Cube Ottoman/White Leather	110.00
OTH		Cube Ottoman/Black Leather	110.00
PUZZ2SW		Puzzle Bench Ottoman/White	299.00
CUBL20		Edge LED Cube Ottoman/White Plastic	185.00
VIB01		Vibe Cube Ottoman/Green Vinyl	126.00
VIB02		Vibe Cube Ottoman/Blue Vinyl	126.00
VIB03		Vibe Cube Ottoman/Pink Vinyl	126.00
VIB04		Vibe Cube Ottoman/Red Vinyl	126.00
VIB05		Vibe Cube Ottoman/Yellow Vinyl	126.00
VIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	126.00
VIB07		Vibe Cube Ottoman/Beige Vinyl	126.00
VIB08		Vibe Cube Ottoman/Orange Vinyl	126.00
OTS		South Beach Wedge Ottoman/Plat. Suede	233.00
OTK		Half Round Ottoman/Black Leather	373.00
OTL		Half Round Ottoman/White Leather	373.00
CCB		Circle Ottoman/Black Leather	580.00
CCW		Circle Ottoman/White Leather	580.00
CCZ		Circle Ottoman/Black/White Leather	580.00
GROUP SEATING			
RSTDIN		Rustique Chair with arms/Gunmetal	140.00
DUET		Duet Chair/Black/Chrome	63.00
CS8		Berlin Chair/Black/White	104.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
GROUP SEATING (CONTINUED)			
CS9		Berlin Chair/Red/White	104.00
SC4		Jetson Chair/Black	180.00
SC1		New York Chair/Onyx/Maple Back	171.00
XCHR		Christopher Chair/White Vinyl/Chrome	102.00
SC9		Panton Side Chair/White	171.00
SC10		Razor Chair/White	79.00
CH002		Wendy Chair/Clear Acrylic	114.00
SCF		Fusion Chair/Black/White	132.00
SCC		Fusion Chair/Clear/White	132.00
SCE		Fusion Chair/Red/White	132.00
SCD		Fusion Chair/Green/White	132.00
SC8		Flex Chair with Wheels	154.00
SC3		Brewer Chair/Onyx/Black	161.00
XC3		Luxor Guest Chair/Black Leather	335.00
XC6		Altura Guest Chair//Black Crepe	299.00
CO4		Iso Mesh Chair/Black	284.00
COCKTAIL AND END TABLES			
COLI		Oliver Cocktail Table	231.00
C1E		Silverado Cocktail Table	254.00
C1D		Soho Cocktail Table/Chocolate Top	361.00
C1K		Inspiration Cocktail Table	290.00
C1F		Geo Rectangle Cocktail Table/Black	231.00
C1C		Geo Rectangle Cocktail Table/Chrome	239.00
C1W		Sydney Cocktail Table/White	272.00
C1Y		Sydney Cocktail Table/Black	272.00
TMBTBL		Timber Table/Wood	166.00
NEMSAC		Mosaic Tables/Set of 3	281.00
ETBL		E Table/Wood	172.00
AURA		Aura Round Table/White Metal	140.00
EOLI		Oliver End Table	212.00
E1E		Silverado End Table	239.00
E1D		Soho End Table/Chocolate Top	326.00
E1K		Inspiration End Table	277.00
E1F		Geo End Table/Black	217.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
COCKTAIL AND END TABLES (CONTINUED)			
E1C		Geo End Table/Chrome	224.00
CDYTB		Candy Table/White/Black Top	193.00
E1W		Sydney End Table/White	245.00
E1Y		Sydney End Table/Black	245.00
CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	185.00
CONFERENCE TABLES			
CG1		Manhatten Conference Table/Black	276.00
CF2		Geo Rectangle Conference Table/Black	373.00
CE2		Geo Rectangle Conference Table/Chrome	387.00
OCT6W		Nova Oval Table/6' White	510.00
CE1		Geo Square Rounded Conference Table	267.00
CF1		Geo Square Rounded Conference Table/Black	255.00
CB2		Conference Table/6' Graphite Nebula	417.00
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
WD3		Work Table/White Laminate	319.00
CB3		Conference Table/8' Graphite Nebula	506.00
CD2		Conference Table/6' Grey Nebula	417.00
CD3		Conference Table/8' Grey Nebula	506.00
CC6		Conference Table/6' Rectangle/Mahogany	387.00
CC7		Conference Table/8' Rectangle/Mahogany	477.00
CC8		Conference Table/10' Rectangle/Mahogany.	758.00
CT06GR		6' Granite Conference Table	301.00
C508GR		8' Granite Conference Table	366.00
CT10GR		10' Granite Conference Table	550.00
CC5		Conference Table/42" Round Mahogany	342.00
CB1		Conference Table/42" Round/Graphite	342.00
CONF42		Table/White Laminate	370.00
EXECUTIVE CHAIRS			
PROEXE		Pro Executive Chair/White Classic Vinyl	358.00
XC2		Luxor Executive Chair/Black Leather	364.00
XC1		Luxor Executive/High Back/Black Leather	387.00
XC5		Altura Executive Chair/Mid Back/Black Crepe	328.00
XC4		Altura/Executive Chair/High Back/Black	357.00
OTO		Perth Chair/High Back/Black	422.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
COMMUNAL BAR, CAFÉ AND COCKTAIL TABLES			
G30BMS		Bar Table/Maple Top	609.00
G30BMW		Bar Table/Maple Top/w Grommet Holes	609.00
G30BWS		Bar Table.White Top	609.00
G30BWW		Bar Table/White Top/w Grommet Holes	609.00
G30DMS		Café Table/Maple Top	490.00
G30DMW		Café Table/Maple Top/w Grommet Holes	490.00
G30DWS		Café Table/White Top	490.00
G30DWW		Café Table/White Top/w Grommet Holes	490.00
G30CMS		Cocktail Table/Maple Top	325.00
G30CMW		Cocktail Table/Maple Top/w Grommet Holes	325.00
G30CWS		Cocktail Table/White Top	325.00
G30CWW		Cocktail Table/White Top/w Grommet Holes	325.00
BARSTOOLS			
RSTSTL		Rustique Barstool/Gunmetal	127.00
BS001		Shark Swivel Barstool/White Plastic	299.00
BS002		Zoey Swivel Barstool/White Vinyl	271.00
BS003		Zoey Swivel Barstool/Black Vinyl	271.00
ROLLRD		Lift Barstool/Red Vinyl	204.00
ROLLGY		Lift Barstool/Gray Vinyl	204.00
ROLLWH		Lift Barstool/White Vinyl	204.00
ROLLBL		Lift Barstool/Black Vinyl	204.00
BSN		Jetson Barstool/Black	257.00
BCE		Ice Barstool/Transparent/Chrome	212.00
BSS		Banana Barstool/Black	229.00
BST		Banana Barstool/White	229.00
BSL		Gin Barstool/Maple	181.00
BSC		Oslo Barstool/White	239.00
BSD		Oslo Barstool/Blue	239.00
BAR TABLES			
V TK		Maple Bar Table/Black Base	224.00
V TJ		Graphite Nebula Bar Table/Black Base	224.00
30MHSB		Mahogany Bar Table/Black Base	280.00
VTG		Silver Textured Bar Table/Black Base	237.00
V TB		Brushed Red Bar Table/Black Base	224.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
BAR TABLES (CONTINUED)			
V TC		Brushed Blue Bar Table/Black Base	224.00
V TP		Maple Bar Table/Black Base	233.00
V TN		Graphite Nebula Bar Table/Black Base	233.00
VTW		White Laminate Bar Table/Black Base	255.00
WTK		Maple Bar Table/Tulip Base	284.00
W TJ		Graphite Nebula Bar Table/Tulip Base	284.00
30MHTB		Mahogany Bar Table/Tulip Base	312.00
WTS		Silver Textured Bar Table/Tulip Base	365.00
WTB		Brushed Red Bar Table/Tulip Base	284.00
WTC		Brushed Blue Bar Table/Tulip Base	284.00
WTP		Maple Bar Table//Tulip Base	312.00
WTN		Graphite Nebula Bar Table/Tulip Base	312.00
WTW		White Laminate Bar Table/Tulip Base	422.00
CAFÉ TABLES			
ZTK		Café Table/Maple	195.00
ZTJ		Café Table//Graphite Nebula	195.00
30MHSC		Café Table/Mahogany/30” Round	268.00
ZTG		Café Table/Silver Textured Top	217.00
ZTB		Café Table/Brushed Red	216.00
ZTC		Café Table/Brushed Blue	195.00
ZTP		Café Table/36” Top/Maple	216.00
ZTN		Café Table/36” Top/Graphite Nebula	216.00
ZTQ		Café Table/36” Round/White Laminate	274.00
XTK		Café Table/Maple/Tulip Base	267.00
XTJ		Café Table/Graphite Nebula/Tulip Base	267.00
30MHTC		Café Table/Mahogany/Tulip Base	290.00
XTS		Café Table/Silver Textured Top	345.00
XTB		Café Table/Brushed Red/Tulip Base	267.00
XTC		Café Table/Brushed Blue/Tulip Base	267.00
XTP		Café Table/36” Top/Maple/Tulip Base	290.00
XTN		Café Table/Graphite Nebula/Tulip Base	290.00
XTR		Café Table//White Laminate Top/Tulip Base	345.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
TRAINING ROOM			
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
WD3		Work Table/White Laminate/White	319.00
BOOKCASES AND PRODUCT DISPLAYS			
PMB36		Plastic Pedestal/Black	371.00
PMB42		Plastic Pedestal/Black	437.00
PDL		Locking Door Pedestal/Black	426.00
PDL36W		Powered Locking Pedestal/White	460.00
PDL42W		Powered Locking Pedestal/White	550.00
BC6		Bookcase/Mahogany	320.00
BC7		Bookcase/Graphite	312.00
PDL36B		Powered Locking Pedestal/Black	460.00
PDL42B		Powered Locking Pedestal/Black	550.00
ET2		Etagere/Black	320.00
ET1		Etagere/Pewter	320.00
UTILITY CHAIRS			
SY1		Altura Task Chair/Black Crepe	186.00
DF1		Altura Drafting Stool/Black Crepe	277.00
DESKS/CREDENZAS AND FILES			
JD6		Executive Desk/Mahogany	521.00
JD7		Executive Desk/Graphite	499.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
DESKS/CREDENZAS AND FILES (CONTINUED)			
CR6		Credenza/Mahogany	521.00
CR7		Credenza/Graphite	491.00
VF4		Vertical File/4 Drawer	245.00
VF2		Vertical File/2 Drawer	180.00
L26		Lateral File/Mahogany	395.00
L27		Lateral File/Graphite	374.00
FRIDGES			
R1R		Refrigerator/White/20” x 30” x 65”/14.0 cubic	782.00
R1Q		Refrigerator/White/20” x 22” x 33”/4.0 cubic	261.00
MOBILE TABLET STANDS AND ACCESSORIES			
TBBCHR		Brochure Holder/8.625”x1.1”x11.325”	60.00
TBSHLF		Charging Shelf/14.85”x7.17”x1”	60.00
TBPNTR		Wireless Printer Holder/3.3”x1.9”x5.28”	60.00
TBSTDW		Mobile Tablet Stand/White/14”x13”x44.5”	193.00
TBSTND		Mobile Tablet Stand/Black/14”x13”x44.5”	193.00
LAMPS AND LIGHTED PRODUCTS			
LA15		Mason Floor Lamp/Brushed Silver	205.00
LA14		Mason Table Lamp/Brushed Silver	139.00
CUBL20		Edge Lighted Cube Ottoman/White Plastic	185.00
CUBTBL		Edge LED Cube Table/White Plastic	185.00
BARS			
BR1		Martini Bar	1295.00
BRC		Circle Martini Bar	3728.00

Add 30% to orders not received by the discount deadline date.
Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability.
A delivery fee of $50.00 will be added to each order.

Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use. All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibiting company is responsible for these items and for their condition at close of show.

Custom Furniture Total	
Add 30% after 11/6/15	
8.25% Tax	
Delivery Fee	50.00
Total	

Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

RENTAL BOOTHS

AMSUS 2015

A

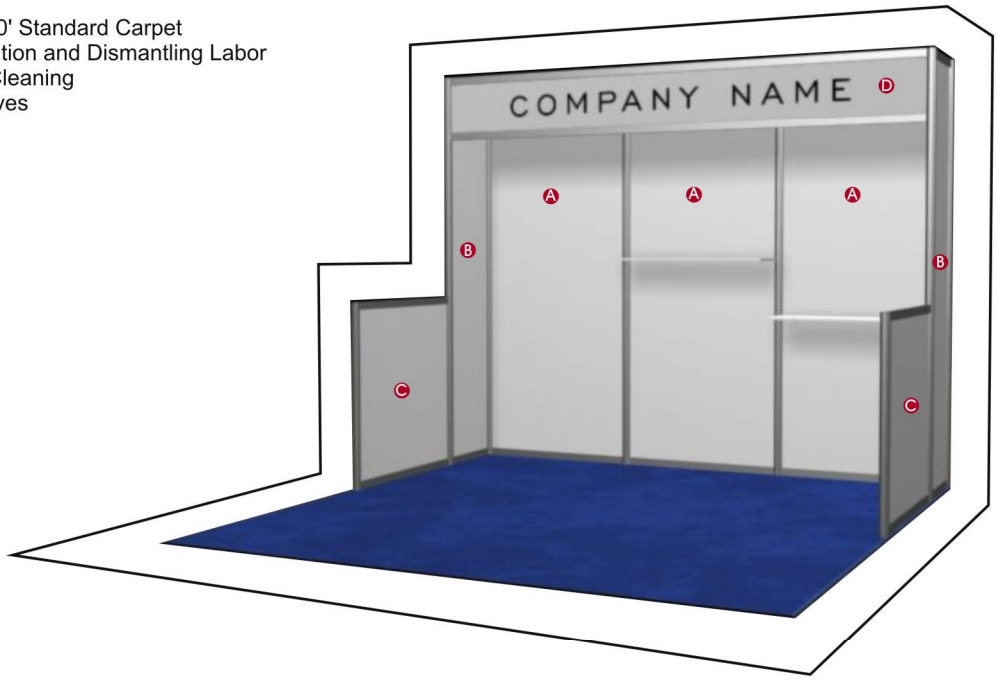
PACKAGE

$ 2,500.00

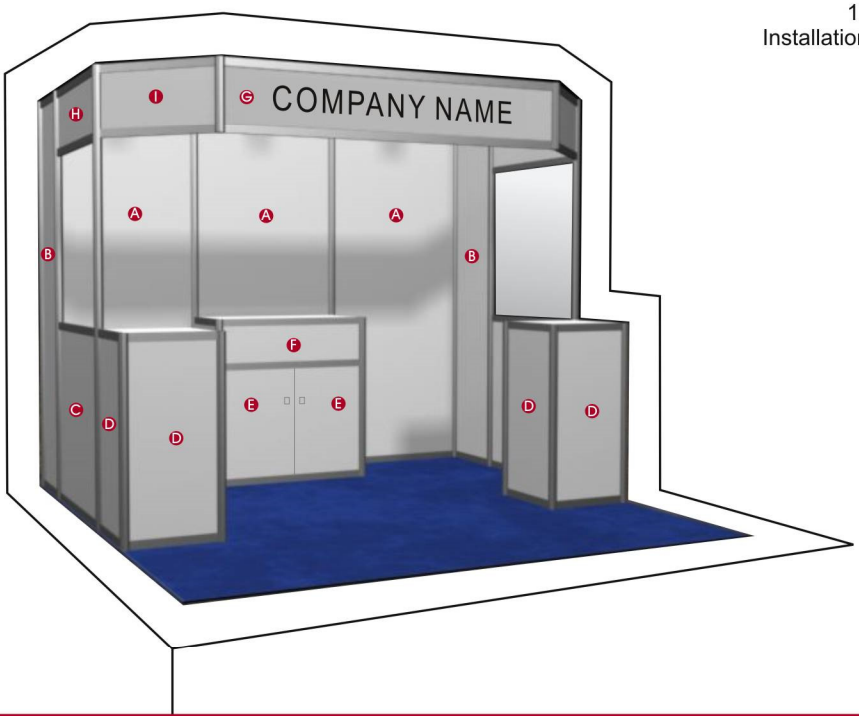
10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Shelves

Actual Panel Sizes:
- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"

Header:
- Ⓓ 1 - 116.875" x 11.875"



Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.



10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
1 Credenzas
2 Pedestals

B

PACKAGE

$ 3,200.00

Actual Panel Sizes:
- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 10 - 18.5" x 38.875"
- Ⓔ 2 - 20" x 27.5"(doors)
- Ⓕ 1 - 38.125" x 9.25"

Header:
- Ⓖ 1 - 77.625" x 11.875"
- Ⓗ 2 - 38.125" x 11.875"
- Ⓘ 2 - 26.625" x 11.875"

Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 8.25% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
ORDER EARLY

arata expositions, inc.
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gaithersburg, md 20877
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fax: (301) 990-1717
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RENTAL BOOTHS

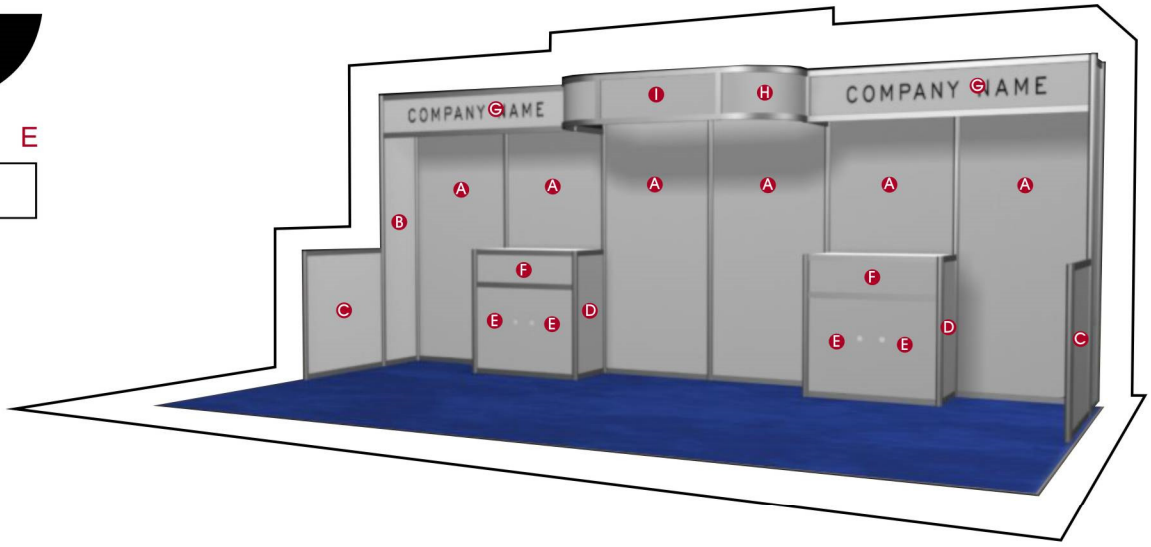
AMSUS 2015

C

P A C K A G E

$ 5,800.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas



Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 4 - 18.5" x 38.875"
- Ⓔ 4 - 20" x 27.5"
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓖ 2 - 77.625" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"
- Ⓘ 1 - 38.125" x 11.875"

Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.

D

P A C K A G E

$ 6,500.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas

Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 2 - 29.75" x 38.875"
- Ⓔ 4 - 20" x 27.5"(doors)
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓖ 3 - 38.125" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"

Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 8.25% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
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RENTAL BOOTHS

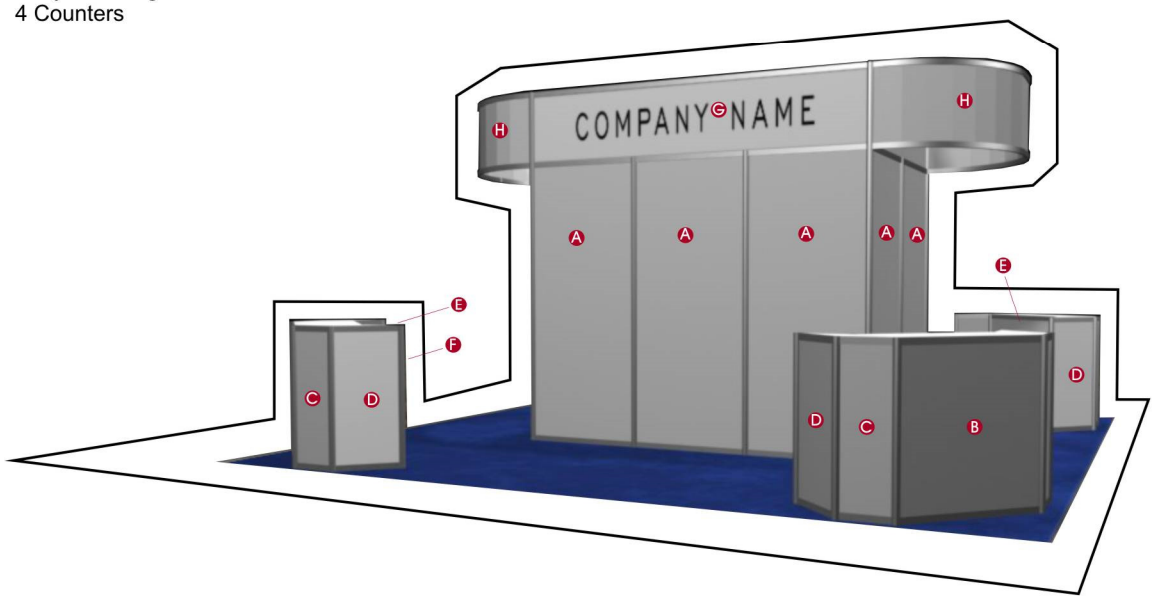
AMSUS 2015

E

PACKAGE

$ 9,995.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters



Actual Panel Sizes:
- Ⓐ 9 - 38.125" x 92.875"
- Ⓑ 4 - 38.125" x 38.875"
- Ⓒ 8 - 12.625" x 38.875"
- Ⓓ 8 - 18.5" x 38.875"
- Ⓔ 4 - 38.125" x 19.25"
- Ⓕ 8 - 20" x 27.5" (doors)

Header:
- Ⓖ 2 - 116.875" x 20.875"
- Ⓗ 2 - 86.25" x 20.875"

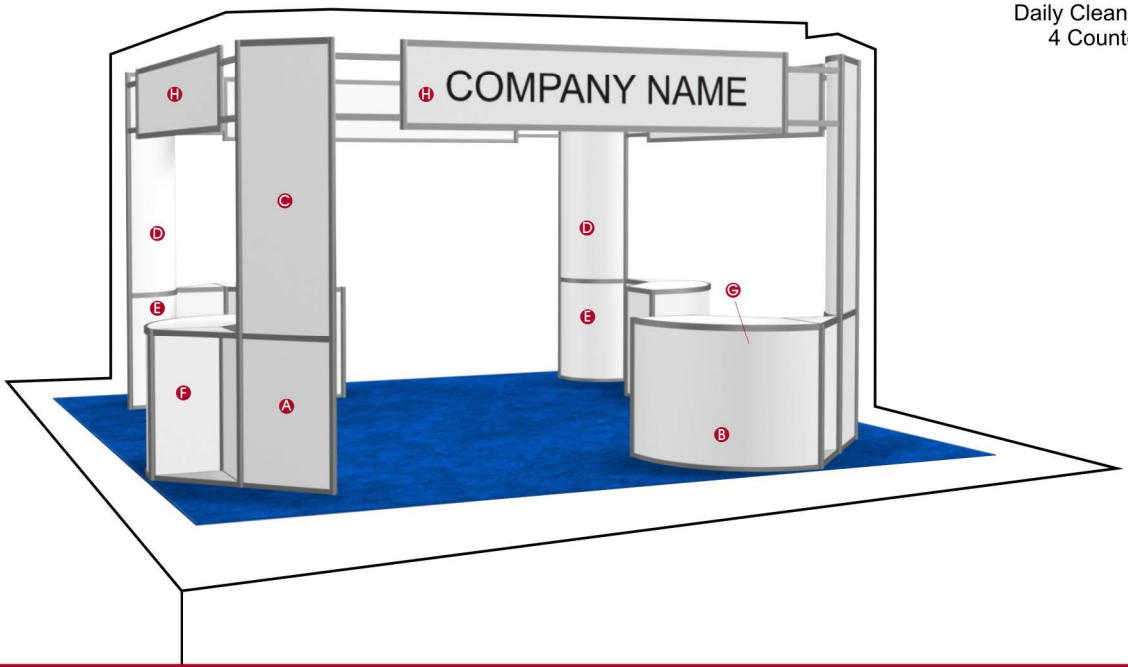
Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.

F

PACKAGE

$ 10,800.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters



Actual Panel Sizes:
- Ⓐ 4 - 26.625" x 38.875"
- Ⓑ 4 - 60.625" x 38.875"
- Ⓒ 4 - 26.625" x 76.75"
- Ⓓ 4 - 29.75" x 76.75"
- Ⓔ 4 - 29.75" x 38.875"
- Ⓕ 12 - 18.5" x 38.875"
- Ⓖ 8 - 20" x 27.5" (doors)

Header:
- Ⓗ 4 - 116.875" x 20.875"

Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 8.25% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
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RENTAL BOOTHS

AMSUS 2015

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CUSTOM RENTAL BOOTHS

Please Select Rental Booths:

Package A ☐ Package B ☐ Package C ☐ Package D ☐ Package E ☐ Package F ☐

Select Standard Carpet Color:

Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐

Burgundy ☐ Purple ☐ Hunter Green ☐

Header Copy = **BLACK BOLD LETTERS**

Select Panel Color:

Black ☐ White ☐

Please contact us for additional information and pricing on:

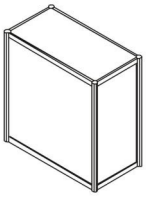
Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐

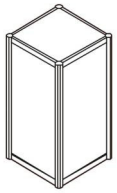
Other: _____

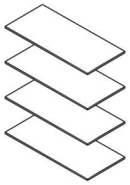
RENTAL BOOTH ACCESSORIES

Add the following accessories to my Custom Rental Booth:

Credenza	**Pedestal**	**Shelves**	**Clip-On Lights**
18"d x 36"w x 42"h	18"d x18"w x 42"h	12" x 36"	
$290.00 each	$205.00 each	$50.00 each	$35.00 each
Qty ____ $_____ (total)	Qty ____ $_____ (total)	Qty ____ $_____ (total)	Qty ____ $_____ (total)







Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Electrical requirements: Package rental price does not include electrical hook-up or labor to install clip-on-lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.

Rental Package Total	
Accessories Total	
50% after 11/6/15	
8.25% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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SPECIAL SIGNS

AMSUS 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders.

CUSTOM SIGNS/SERVICES

This order for custom signs should accompany a printed version of each sign requested including exact copy, dimensions, position (horizontal or vertical) and easel back if desired.

DIGITAL SHOWCARD SIGNS
(10 words or less)

Qty.	Size	Discount Price	Extended Price
	7" x 11"	$70.00	$
	7" x 44"	$75.00	$
	11" x 14"	$85.00	$
	14" x 22"	$95.00	$
	22" x 28"	$115.00	$
	28" x 44"	$165.00	$
	40" x 60"	Quoted	$
	Easel back	$10.00	$

There will be an additional charge to prices listed for sign design labor or necessary labor to prepare logos for reproduction.

FTP INSTRUCTIONS

Using Internet Explorer or FTP Client:

Type ftp://ftp.aratafiles.com
User: Arata@aratafiles.com
Password: Welcome22@

Please do not try to drag and drop a folder. Due to permissions you are only allowed to upload files. You may drag and drop multiple files at once but NO FOLDERS.

Make sure your exhibiting company and show name are used to label the file.

FILE PREPARATION

FILE TYPES
Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or higher. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit InDesign files (.indd), Word (.doc), PowerPoint (ppt.), and GIF files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

FONTS
All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

PROOFING
A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
Add 100% after 11/6/15	
8.25% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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FLORAL

AMSUS 2015

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CUSTOM FLORAL SERVICES				
Qty.	**Description**	**Discount Price**	**Standard Price**	**Extended Price**
	Fresh Floral Arrangement (12” - 14” high)	$76.00	$98.80	$
	Fresh Floral Arrangement (15” - 18” high)	$88.00	$114.40	$
	Exotic Floral Arrangement (14” high)	$93.00	$120.90	$
	Exotic Floral Arrangement (24” high)	$109.00	$141.70	$
RENTAL GREENS & FLOWERING PLANTS				
	Potted Mums - White	$34.00	$44.20	$
	Potted Mums - Yellow	$34.00	$44.20	$
	Azaleas - White	$39.60	$51.48	$
	Azaleas - Pink	$39.60	$51.48	$
	Azaleas - Red	$39.60	$51.48	$
	Green Table Plant	$35.50	$46.15	$
	Large Fern	$43.00	$55.90	$
	3’ Green Plant	$45.00	$58.50	$
	4’ Green Plant	$58.50	$76.05	$
	5’ Green Plant	$69.50	$84.50	$
	6’ Green Plant	$81.50	$105.95	$

No credit will be issued on plants ordered and placed, even though not used. The above prices are on a rental basis and remain the property of Arata Expositions. Listed charges include delivery to booth, rental for duration of show and removal. Damaged or stolen plants will be the exhibitor's responsibility and will be charged at retail value.

Floral Total	
8.25% Tax	
Total	

Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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STANDARD SIGN REQUEST FORM
AMSUS 2015

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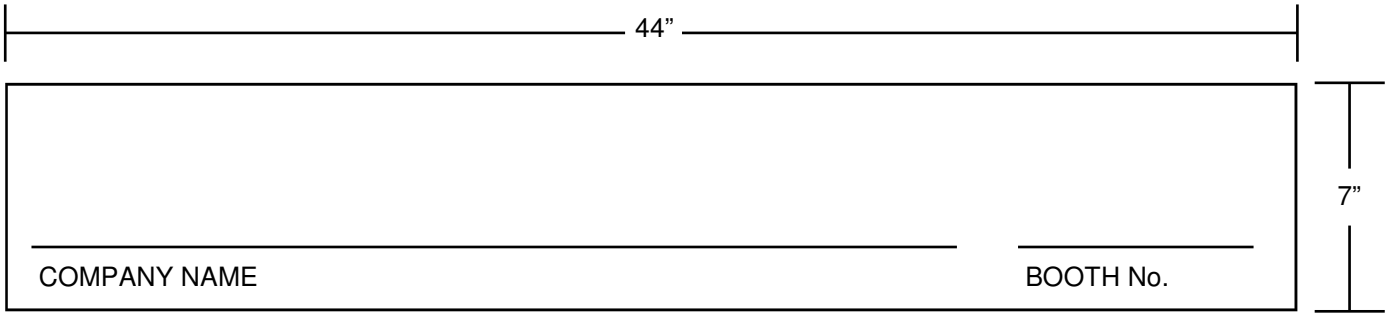
STANDARD BOOTH EQUIPMENT

Standard Booth Equipment with 8' high draped background and 3' high side rail, as shown in illustration, will be provided without charge. Equipment consists of aluminum frames supported by case metal bases plus drapery.

STANDARD BOOTH EQUIPMENT/SIGN
DOES NOT APPLY TO ISLANDS

A standard Company I.D. sign measuring 7" x 44" will be supplied if desired. Please print copy as you wish it to read in space provided below.



We ☐ will/ ☐ will not require Company I.D. sign.

NOTE: This form must be completed and returned before November 6, 2015.
Any forms received after this date will result in a $5.00 charge for each I.D. sign ordered.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

arata expositions, inc.
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gaithersburg, md 20877
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BOOTH CLEANING

AMSUS 2015

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. NOTE: All rental carpets are delivered clean to your booth space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.
NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

				Discount Price	**Standard Price**	**Extended Price**	
Pre Show Cleaning	_____ x _____ = _____ sq. ft.	x	$.52 per sq. ft	$.68 per sq. ft	=	$ _____
Daily Booth Cleaning	_____ x _____ = _____ sq. ft.	x	$1.56 per sq. ft	$2.03 per sq. ft	=	$ _____

The square footage is based on the overall size of the space occupied.

PORTER SERVICE

Emptying of wastebaskets once every two hours, show hours only. Rates are based on booth size.

	Cost per Day		**Number of Show Days**		**Extended Price**
Up to 500 square feet	$110.00	x	_____	=	_____
501 to 1000 square feet	$120.00	x	_____	=	_____
1001 to 2500 square feet	$130.00	x	_____	=	_____
Greater than 2500 square feet	$140.00	x	_____	=	_____

The square footage is based on the overall size of the space occupied.

Discount Deadline: November 6, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total	
8.25% Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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LABOR REGULATIONS

AMSUS 2015

LABOR/UNION REGULATIONS

We have provided the following information to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review this information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Arata Expositions, Inc.

GENERAL INFORMATION

All necessary union labor is available to the exhibitor on advance order by use of the forms provided in this kit. Union labor is also available at the Exhibitor Service Center during installation, show hours and dismantle.

INSTALLATION AND DISMANTLE LABOR

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature within their booth for as long as necessary.

Two full-time employees of the exhibiting company may set their exhibit provided they can finish in 1 hour. Exhibitors are not permitted to use power tools, Manual tools (hammers, screwdrivers, etc) are permitted within the time allocation above. After the 1 hour is up, exhibitors must use union labor provided by Arata Expositions, Inc. Your labor requirements can be ordered on the enclosed Display Labor Order Form.

FREIGHT HANDLING

Arata Expositions, Inc. will be responsible for the loading and unloading of all trucks, trailers, common and contract carriers as well as the handling of empty crates and the operation of handling equipment. Union jurisdiction allows individually hand carried items only, by one person in one trip per vehicle, and will not permit exhibitors use of dollies, hand trucks or pushcarts.

An exhibitor may not use truck dock facilities to unload his personal car, truck or station wagon. All truck docks are under the control of the official material handling contractor. This is necessary for the total efficient movement of freight in and out.

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading areas at all times.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Arata Expositions cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the installation or dismantle of your booth, please order labor on the Display Labor Order Form and the necessary ladders and tools will be provided.

GRATUITIES

Arata Expositions requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to an Arata supervisor. Employees of Arata are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Arata employees.

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MECHANICAL LIFTS

AMSUS 2015

OPERATION OF ALL MECHANICAL LIFTS

ALL MECHANICAL EQUIPMENT ON THE TRADE SHOW FLOOR AND DOCK AREAS MUST BE UNDER THE CARE, CUSTODY, AND CONTROL OF ARATA EXPOSITIONS, INC. THIS INCLUDES FORKLIFTS, PALLET JACKS, ETC., AS WELL AS ANY OTHER MECHANICAL EQUIPMENT.

- The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes genie lifts, mechanical scooters and carts.

- Arata Expositions equipment is for use by Arata employees only. Please do not take it for your use.

IF A GENIE LIFT IS REQUIRED, IT MUST BE ORDERED IN ADVANCE WITH ARATA EXPOSITIONS, INC. NO EXHIBITOR AND/OR EXHIBITOR APPOINTED CONTRACTOR OWNED GENIE LIFTS ARE PERMITTED ON THE SHOW FLOOR.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your cooperation.

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gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

DISPLAY LABOR

AMSUS 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

ADVANCE RATE APPLIES TO ORDERS RECEIVED BY NOVEMBER 6, 2015.

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00AM TO 4:30PM WEEKDAYS	$99.00 PER MAN PER HOUR	$128.70 PER MAN PER HOUR
OVERTIME: AFTER 4:30PM WEEKDAYS AND ALL DAY SATURDAY	$168.30 PER MAN PER HOUR	$218.79 PER MAN PER HOUR
DOUBLE TIME: SUNDAYS AND HOLIDAYS	$198.00 PER MAN PER HOUR	$257.40 PER MAN PER HOUR

INSTALLATION OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE		TOTAL ESTIMATED COST
			X		=		@ $	= $	
			X		=		@ $	= $	
							AEI Supervision (30%/$35.00)		
							Total Estimated Labor Costs		

☐ Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before installing our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

DISMANTLING OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE		TOTAL ESTIMATED COST
			X		=		@ $	= $	
			X		=		@ $	= $	
							AEI Supervision (30%/$35.00)		
							Total Estimated Labor Costs		

☐ Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before dismantling our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

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AEI SUPERVISED LABOR

AMSUS 2015

This form must be completed by all exhibitors wishing to use AEI supervised labor for the installation and dismantle of their exhibits.

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ___ Showsite ___ Date Shipped _____ Date to arrive _____

Carrier _____ Shipped from: City/State _____

Total number of: Crates _____ Cartons _____ Cases _____ Other (please specify) _____

SET UP INFORMATION

Display Carpet: Shipped with exhibit: _____ Rented from AEI _____ Color _____ Size _____

Electrical Placement: Electrical under carpet: _____ Drawing attached (required): _____ Drawing with exhibit _____

Special Electrical Instructions: _____

Set up instructions: Attached: _____ Shipped with display: _____ Special tools/hardware: _____

Special set up or dismantle instructions: _____

Graphics: Shipped with display: ____ Shipped separately: ____ Carrier _____ Date to arrive: _____

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to:

_____

_____

_____

_____

Carrier: _____

☐ T3 Logistics ☐ Common Carrier

☐ Van Line

☐ Air Freight: ☐ Next Day ☐ 2nd Day ☐ Deferred

If your designated carrier fails to pick up or refuses to accept your shipment your freight will be shipped by one of the official show carriers. It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date.

Emergency contact at show site: _____ Contact phone #: _____

Hotel: _____ Hotel phone #: _____ Arrival date: _____

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HANGING SIGNS

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As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

SNORKEL CREW & LABOR RATES per hour			
Description	**Straight Time**	**Over-Time**	**Double Time**
Snorkel and Crew	$447.00	$654.90	$744.00
Additional Riggers	$99.00	$168.30	$198.00
Assembly Crew per man	$99.00	$168.30	$198.00
The hanging sign crew consists of a snorkel operator and 2 riggers.			
Straight Time: 8:00am to 4:30pm weekdays Over-Time: After 4:30pm weekdays & all day Saturday Double Time: Sunday and Holidays			

There is a 1 hour minimum each way. The time necessary for workmen to get tools and report to the booth, have work checked by the exhibitor and return with the exhibitor to sign out will be included in the time charged to the work order.

Assembly of all hanging signs must be done by Arata Expositions, Inc.

Any hanging signs over 200 pounds must be handled by the exclusive provider. Please see appropriate forms in the manual.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

ORDER: (Equipment and crew)

We will need snorkel crew(s) as indicated below and will have a representative on hand to supervise the work to be done. Our representative will return the crew to the **service desk** upon completion of the work, check the work order and approve the work by signing work ticket.

INSTALLATION REQUEST
**** Please note this is only a request, no dates or times are guaranteed.**

Date _____ Time _____

_____ Snorkel and Crew (operator & 2 riggers)
(Indicate # of lifts required)

_____ Assembly Crew (for sign assembly) required
(Indicate # of crews required)

DISMANTLE REQUEST
**** Please note this is only a request, no dates or times are guaranteed.**

Date _____ Time _____

_____ Snorkel and Crew (operator & 2 riggers)
(Indicate # of lifts required)

_____ Assembly Crew (for sign dismantle)
(Indicate # of crews required)

If exhibitor fails to pick up crew at time confirmed, a one hour charge per crew, "No Show Charge", will be applicable.

SNORKEL ORDERS RECEIVED AFTER NOVEMBER 6, 2015 WILL BE ASSESSED A 30% SURCHARGE.

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Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
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HANGING SIGNS

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GENERAL INFORMATION

All hanging signs or overhead structures must be assembled and installed by Arata Expositions, Inc. Set up instructions must be included with this form and inside the sign crate. Provide one copy of this form (completed) to your display house, if desired. All hanging signs must conform to show management rules and regulations and facility limitations. Please attach a photograph or rendering of your sign or overhead structure. Hanging signs must be approved 30 days prior to show.

Type of Sign:_____banner _____metal or wood_____Other (Specify) _____

Shape of Sign: _____square_____triangle_____rectangle_____Other (Specify) _____

Size of Sign:_____length _____width_____height _____

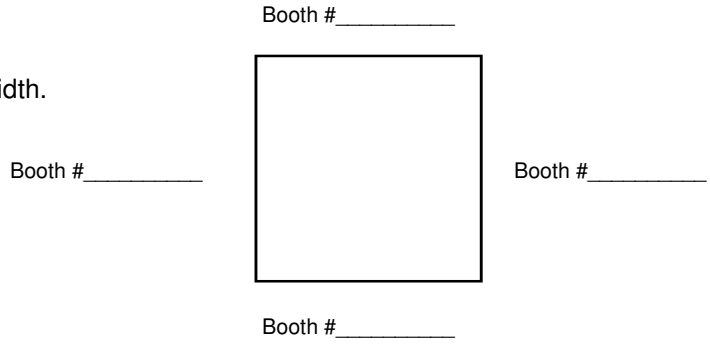
Weight of Sign: _____lbs. _____

Method of supervision _____AEI** _____ Exhibitor _____Display House
** Request you to proceed at earliest hour to install our sign without our supervision. AEI charge for this service is 25% of your total rigging bill.

Representative's name: _____

HANGING INSTRUCTIONS

Please complete the diagram indicating adjacent booth numbers and requested placement for hanging sign. Do not include aisle width.



Number of feet from floor to top of sign: ft. (max 16')
Number of feet in from Booth # _____: _____ft.
Number of feet in from Booth # _____: _____ft.
Number of feet in from Booth # _____: _____ft.
Number of feet in from Booth # _____: _____ft.
Booth Size: _____ft. x _____ft.

- **Due to variations in the convention center ceiling structure and the relation of exhibit areas to support beams, sign locations may vary from original specifications. If additional rigging points are required, these will be installed and the exhibitor will be charged for such.**

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STRUCTURAL INTEGRITY

AMSUS 2015

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at AMSUS 2015 and (if applicable) _____, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless AMSUS, facility , Arata Expositions, Inc., and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess for 200lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ **Booth Number:** _____

Authorized Signature: _____

Printed Name: _____ **Date:** _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____

Email Address: _____ **Phone Number:** _____

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FORKLIFT LABOR

AMSUS 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

FORKLIFT & OPERATOR RATES per hour

Description	Straight Time	Over-Time	Double Time
5,000 lb. forklift & operator	$275.00	$412.50	$550.00
4 stage forklift & operator	$295.00	$442.50	$590.00
Additional riggers per man	$99.00	$168.30	$198.00
Cage (per hour)	$40.00	$40.00	$40.00

Straight Time: 8:00am to 4:30pm Monday - Friday
Over-Time: After 4:30pm weekdays and all day Saturday
Double Time: Sundays and Holidays

Forklifts must be ordered for header or booth construction exceeding 8' in height.

The operation or use of all motorized or mechanical lifting equipment, including genie lifts, for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED AND OPERATED BY ARATA EXPOSITIONS, INC.

ORDER: (Equipment and crew)

We will need forklift crew(s) as indicated below and will have a representative on hand to supervise the work to be done. Our representative will return the crew to the **service desk** upon completion of the work, check the work order and approve the work by signing work ticket.

INSTALLATION REQUEST

Date _____ Time _____

_____ 5,000 lb. forklift & operator _____ with cage

_____ 4 stage forklift & operator _____ with cage

_____ Additional riggers

DISMANTLE REQUEST

Date _____ Time _____

_____ 5,000 lb. forklift & operator _____ with cage

_____ 4 stage forklift & operator _____ with cage

_____ Additional riggers

Forklift times cannot be guaranteed. We will make every effort to meet specified request when possible. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to pick up crew at time confirmed or order is not cancelled 24 hours prior to start time, a one hour charge per crew, "No Show Charge", will be applicable.

FORKLIFT ORDERS RECEIVED AFTER NOVEMBER 6, 2015 WILL BE ASSESSED A 30% SURCHARGE.

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

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EXHIBITOR APPOINTED CONTRACTOR

AMSUS 2015

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DEADLINE:

Friday, October 30, 2015

RETURN TO:

Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877
Fax: (301) 990-1717

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received no later than October 30, 2015. If notification is not received by the deadline date, Arata Expositions labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in San Antonio, Texas, must be provided with at least the following limits: Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in one occurrence; $2,000,000 with respect to injuries to more than one person in any one occurrence; and $500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., AMSUS, and the Henry B. Gonzalez Convention Center as additional insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The Exhibitor Appointed Contractor must coordinate all his activities with Arata Expositions, Inc. and abide by all rules and regulations of the show.

The Exhibitor Appointed Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of $0.25 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to is initial condition.

ARATA EXPOSITIONS, INC. WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY. NOTIFICATION FROM THE DISPLAY HOUSE WILL NOT BE ACCEPTED. PLEASE MAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

Company Name	Booth Number
Exhibitor Contact (Please Print)	Exhibitor Authorized Signature
Email Address	Phone Number
Type of work being performed	
"Non-Official Contractor/Display House	Contact Name
Email Address	Phone Number

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MATERIAL HANDLING

AMSUS 2015

LIMITS OF LIABILITY

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
   - The Exhibit Shipping Information & Material Handling Rate forms is signed; or
   - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
   - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

2. **AEI'S RESPONSIBLITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI's reasonable control.

3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to $.30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.

4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**

5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.

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LIMITS OF LIABILITY

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.

8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.

9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.

11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE**: Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.

12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.

13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.

14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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SPOTTING FEE

AMSUS 2015

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Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Arata Expositions to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment into and out of the exhibit areas or have Arata Expositions supply an operator when available.

SPOTTING FEES ROUND TRIP CHARGES:

Vehicle/Trailers below 25 feet……..…$300.00

Vehicle/Trailers 25 feet to 75 feet……$500.00

Heavy Machinery, Trailers above 75 feet……..…$2500.00

Additional charges may apply if the use of additional equipment or labor is required.

CALCULATE / REQUEST DATE & TIME:

	Date	Time	Size	Rate
Installation:				
Dismantle:				

SCHEDULING:

A representative from Arata Expositions, Inc. will contact you to schedule your vehicle spot.

FLOORING:

All flooring under vehicle must be covered. Carpeting can be rented on the Standard Carpet and Plush Carpet order forms. If you choose to use your own flooring, it must be shipped to the advance warehouse. Material handling charges will apply. Labor charges will apply to lay exhibitor owned flooring.

MATERIAL HANDLING:

Material handling charges will apply to any booth material within the vehicles/trailers. The materials will be removed from the vehicles/trailers, weighed and written up as a show site shipment.

VEHICLE RULES:

Display vehicles must have battery cables disconnected; fuel tanks must be taped shut or have locking gas cap and may contain no more than 1/4 tank of fuel or 10 gallons (whichever is less). Ignition keys must be removed and delivered to event security.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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ACCESSIBLE STORAGE

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Accessible storage service is available at show site for exhibitors to easily access their product samples, giveaways, and literature during show days only. This service is not to be used for storing empty containers that are needed back right at show close.

All arrangements for accessible storage must be made on-site at the Arata Service Center.

The charge for accessible storage consists of a daily storage fee, plus labor to place in and remove materials from storage and to return the remaining materials at the end of the show.

SET UP FEE:

There is a one-time set-up fee of $100.00

STORAGE FEE:

Based upon square footage required for storage:

Up to 50 square feet ……..….$150.00 per day

51 to 100 square feet ……$200.00 per day

101 to 200 square feet ……..$300.00 per day

201 square feet and over……...Quoted on-site

LABOR:

There is a 1/2 hour access trip charge (minimum) for each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

ACCESSIBLE STORAGE LABOR RATES			
Worker per 1/2 hour	**ST**	**OT**	**DT**
Access Trip (1/2 hour rate)	$65.00	$97.50	$130.00
Straight Time: 8:00am to 4:30pm weekdays Overtime: After 4:30pm on weekdays and all day Saturday Double Time: Sundays and Holidays			

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TIPS FOR MATERIAL HANDLING

AMSUS 2015

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.

2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.

3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.

4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.

5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**

6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
11/6/15	80 Lbs.	200 Lbs. Min.	$95.50	$191.00
11/6/15	50 Lbs.	200 Lbs. Min.	$95.50	$191.00
11/6/15	70 Lbs.	200 Lbs. Min.	$95.50	$191.00
	200 Lbs. Total		Total Material Handling Charges	$573.00

THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
11/6/15	200 Lbs.	200 Lbs. Min.	$95.50	$191.00
	200 Lbs. Total		Total Material Handling Charges	$191.00

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

SHIPPING INFORMATION

AMSUS 2015

SHIPPING INFORMATION:

ADVANCE WAREHOUSE

Shipments should be **PREPAID**, addressed as follows:

TO: (Name of exhibitor and booth number)
FOR: **AMSUS 2015**
C/O: **arata expositions, inc.**
C/O: YRC
111 Gembler Road
San Antonio, TX 78219

SHOWSITE

Shipments should be **PREPAID** addressed as follows:

TO: (Name of exhibitor and booth number)
FOR: **AMSUS 2015**
C/O: **arata expositions, inc.**
C/O: Henry B. Gonzalez Convention Center
Hall C
200 E. Market Street
San Antonio, TX 78205

To avoid confusion, remove all expired shipping labels before shipment.

Material handling fees include receiving your material at our warehouse and/or show site, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Friday, November 6, 2015. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth by 2:00pm on Sunday, November 29, 2015.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the facility. **Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.**

Exhibitors may hand carry small items into the exhibit hall from their POV (privately owned vehicle) by one person in one trip. Only full time employees of the exhibiting company will be allowed to hand carry items. The use of carts, dollies, flat trucks or other mechanized equipment is not permitted.

ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL MATERIAL HANDLING CONTRACTOR, AND THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected on this form.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Arata Service Center to assist you.

If your designated carrier fails to pick up or refuses to accept your shipment by 10:00am on Thursday, December 3, 2015, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.

Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, **Arata Expositions, Inc.** cannot be responsible for delivery time or damage or loss to property.

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

MATERIAL HANDLING RATES

AMSUS 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

RATES ARE BASED per CWT (with a 200 pound minimum)

WAREHOUSE SHIPMENTS: This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. Uncrated or pad wrapped shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	95.50 per CWT
Special Handing Shipment	119.50 per CWT

SITE SHIPMENTS: This rate includes receiving at the EXHIBIT HALL on scheduled move in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	95.50 per CWT
Special Handling Shipment	119.50 per CWT
Uncrated/pad wrapped Shipment	143.25 per CWT

OVERTIME: is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a overtime surcharge (in addition to the rates above) for each occurrence of the following:**

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention facility on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention facility on overtime due to scheduling conflicts beyond our control.

OVERTIME SURCHARGE:

Crated Shipment	23.90 per CWT
Special Handling Shipment	29.90 per CWT
Uncrated/pad wrapped Shipment	35.80 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER NOVEMBER 6, 2015

Crated Shipment	23.90 per CWT
Special Handling Shipment	29.90 per CWT

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to the facility will be received at a rate of $45.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier.

WEIGHT TICKET FEE: A $25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

SPECIAL SERVICES: A cost quotation will be provided for local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value.

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

MATERIAL HANDLING CALCULATION

AMSUS 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	**450 lbs (500) Divided by 100 =**	**5**	**x**	**$95.50**	**=**	**$477.50**
Warehouse Crated			**x**	**$95.50**	**=**	
Warehouse Special Handling			**x**	**$119.50**	**=**	

NOTE: Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions Material Handling Rate form for surcharges.

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	**450 lbs (500) Divided by 100 =**	**5**	**x**	**$95.50**	**=**	**$477.50**
Showsite Crated			**x**	**$95.50**	**=**	
Showsite Special Handling			**x**	**$119.50**	**=**	
Showsite Uncrated/Pad-Wrapped			**x**	**$143.25**	**=**	

NOTE: Overtime charges may be applicable. Please refer to the Arata Expositions, Inc. Material Handling Rate form for surcharges.

DESCRIPTIONS OF RATE CLASSIFICATIONS

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that requires additional handling. Please refer to the Special Handling Definitions outlined in the manual.

UNCRATED/PAD-WRAPPED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Total Warehouse Shipments	$
Total Showsite Shipments	$
Material Handling Total	$

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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gaithersburg, md 20877
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SPECIAL HANDLING

AMSUS 2015

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:
Vehicles that are not dock height, preventing the use of loading docks, such as personal owned vehicles, U-hauls, vans, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

Stacked Shipments:
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Constricted Space Unloading/Loading:
Trailer loaded "high and tight" shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

Designated Piece Unloading/Loading:
Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Mixed Loads:
Shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

Crated vs. Uncrated:
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

Multiple Shipments:
Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a booth.

Alternate Delivery Location:
Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

Carpet Only Shipments:
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

Improper Paperwork / No Documentation:
Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

Improper Weight:
Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

FREIGHT ROUTING

AMSUS 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

Please return this form by:
November 6, 2015

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

_____ warehouse _____ site

Origin of Shipment _____ Booth Number _____

Shipping Date _____ Carrier _____

Approximate Number of Containers _____ Approximate Arrival Date _____

Weight of Largest Container _____ Total Weight of Shipment _____

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:
  Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Approximate Number of Containers _____ Approximate Weight of Shipment _____

Description _____

(FOR SPLIT SHIPMENTS, USE SPACE BELOW)

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Total Number of Containers _____ Total Weight of Shipment _____

Description _____

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for reforwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE ARATA SERICE DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE _____ Title _____ Date _____

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

AMSUS 2015
c/o arata expositions, inc.
c/o YRC
111 Gembler Road
San Antonio, TX 78219

HOLD FOR STORAGE

DELIVER PRIOR TO NOVEMBER 6, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

AMSUS 2015
c/o arata expositions, inc.
c/o YRC
111 Gembler Road
San Antonio, TX 78219

HOLD FOR STORAGE

DELIVER PRIOR TO NOVEMBER 6, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

AMSUS 2015
c/o arata expositions, inc.
c/o YRC
111 Gembler Road
San Antonio, TX 78219

HOLD FOR STORAGE

DELIVER PRIOR TO NOVEMBER 6, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

AMSUS 2015
c/o arata expositions, inc.
c/o YRC
111 Gembler Road
San Antonio, TX 78219

HOLD FOR STORAGE

DELIVER PRIOR TO NOVEMBER 6, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

AMSUS 2015
c/o arata expositions, inc.
c/o Henry B. Gonzalez Convention Center
200 E. Market Street
Hall C
San Antonio, TX 78205

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

AMSUS 2015
c/o arata expositions, inc.
c/o Henry B. Gonzalez Convention Center
200 E. Market Street
Hall C
San Antonio, TX 78205

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

LOGISTICS

Official Carrier For:

AMSUS 2015

Services Offered

Next Day

Second Day

Deferred (3-5 day)

International Services

Same Day / Expedite Services

Van Lines

Customs Brokerage

Warehousing

For rates and scheduling, please contact us at:
operations@t3logistics.com or call **1-866-920-4228**.

AMSUS 2015

T3 Logistics, LLC
OFFICIAL SHOW CARRIER

Schedule your Quote/Pick Up using any of these options:

FAX: 1-410-799-0118
E-MAIL: operations@t3logistics.com
CALL: 1-866-920-4228

Quote / Shipping Request

Shipper Contact	
Phone # / Fax #	
E-mail	

FROM		TO	
Company:		**Company:**	
Event Name:		**Event Name:**	
Facility Name:		**Facility Name:**	
Booth #:		**Booth #:**	
Address:		**Address:**	
City, St., Zip		**City, St., Zip**	
Contact:		**Contact:**	
Phone:	**Fax:**	**Phone:**	**Fax:**
Pick Date: / /	**Time:**	**Delivery Date:** / /	**Time:**
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight *(Subject to change)*	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information **PLEASE READ NOW!**	Minimum cargo liability agreed to be not more than $0.50/lb. or $50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:
- ☐ **Next Day**
- ☐ **Second Day**
- ☐ **3-5 Day Deferred**
- ☐ **Van Line Service**
- ☐ **Other:**

- ☐ **Request pre-printed address**
- ☐ **Labels and shipping form**
- ☐ **Schedule return shipment**

Comments:

CTE LEAD RETRIEVAL ORDER FORM FOR:

2015 Annual Meeting
Henry B Gonzalez Convention Center
San Antonio, TX
12/01/2015 - 12/04/2015

Fax order to: 847-957-4500
Mail order to: CTE Inc.
981 Busse Road
Elk Grove Village, IL 60007
Questions? Call 847-957-4500
Place order in advance to guarantee order

Company:		
Contact:	Booth#:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Invoice Email:		
Lead Data Email:		

Rental Terms and Conditions
NO REFUNDS AFTER 11/13/2015
A charge of $2,500 will be made for any unit lost or damaged. $50 Cancellation fee applies. Unit(s) not picked up within 4 hours after the start of the show may be re-rented without refund.Units must be returned within 1 hour of close of show. Units picked up by lead staff subject to a $100 fee. Unreturned units will be billed at $100 per day until the replacement fee of $2,500 is accrued.

Order Online at http://www.cteusa.com/LG/AMSUS1

Rover System

A hand-held portable system with scanner and LCD display. No electrical needed.

Price Per Unit Before 11/13/2015: $285.00 After 11/13/2015: $310.00 Qty:_____

Add-On Wired Printer for Rover Scanning Unit

**NOTE: This Printer REQUIRES 110V Electrical Outlet

Price: $75.00 Qty:_____

Custom Follow Up Codes

Price: $60.00 Qty:_____

Payment Information: Federal Tax ID# 31-1811430 Your order cannot be accepted without payment.

Card Number:	Exp. Date:
Cardholder Signature:	

American Express: [ ] VISA: [ ] MasterCard: [ ] Check Payable to: CTE Lead Retrieval: [ ]

2015 Annual Meeting

Fax or mail order to: CTE
981 Busse Road, Elk Grove Village, IL 60007
Fax: 847-957-4500 Phone: 847-957-4500
View package descriptions and pictures at www.cteusa.com/rover
To order on line go to (http://www.cteusa.com/LG/AMSUS1)

PACKAGE DESCRIPTION and INFORMATION

Your show management has chosen to produce a 2D bar code on each name badge for this event. This will allow you, as an exhibitor, immediate access to valuable data on your potential customers. The 2D bar code provides access to demographic information as provided by the attendee (and approved by show sponsor).

Rover: A handheld portable data collection system with LCD display. No electrical needed. Unit will be downloaded and the data will be emailed in Excel format at the end of show (The data will also be available in other formats on a web site which will be on the return receipt). The exhibitor simply scans the attendee 2D Barcode and the Rover reads and stores all of your sales leads and displays them on the LCD screen.
*No electrical needed.

Pick up your equipment at the LEAD RETRIEVAL BOOTH and bring it back at the end of the show. Our staff will instruct and show you how to use the equipment.
Create a custom response. Designate up to 20 standard single item responses (E.G. "Send Literature", "Call", etc.) Indicate appropriate follow-up with the attendee. See custom code response sheet.

2015 Annual Meeting

20 Standard Scan Codes
Are Provided With All Lead Retrieval Packages

CTE will provide you with a standard scan code sheet onsite when you obtain your lead retrieval package.

How do we use it?

When a prospect enters your booth, first you scan the prospect's badge. Then, you take the standard scan code sheet which has the 20 bar codes organized on one sheet of paper and scan however many of the 20 standard codes that apply to actions for your prospect.

How is the information captured?

The scan codes will be printed out on thermal paper and/or captured on the diskette in an ASCII comma delimited format depending on the unit selected.

The 20 standard codes are:

1. Send Literature
2. Send Samples
3. Send Pricing
4. Add to Mailing List
5. Technical Info Required
6. Detail Specs Required
7. Provide Quote
8. Product Demo Required
9. Immediate Contact Required
10. Have Salesperson Call
11. Recommends
12. Final Say
13. Makes Purchase Decision
14. Partial Interest
15. Purchase in 30 Days
16. Purchase in 3 Months
17. Purchase in 6 Months
18. Ready to Purchase
19. Immediate Need
20. Order Placed at Show

You may also have 20 codes customized for your company's use. Each customized code can be 24 characters in length. There is a $60.00 fee for the creation of each customized code sheet of 20 codes. To order customized codes, please complete the Scan Customization Sheet on next page.

2015 Annual Meeting

CTE Scan Customization Order Form

For the creation of custom lead codes, complete this form and submit it with your Lead Retrieval Order Form.

You may have up to 20 customized codes.
Each code can be up to 24 characters in length.
Single response items only, no multiple choice or fill in the blank.
The fee per customized code sheet is $60.00 USD

Exhibitor Name:	
Exhibitor Contact:	
Phone Number:	
1.	**11.**
2.	**12.**
3.	**13.**
4.	**14.**
5.	**15.**
6.	**16.**
7.	**17.**
8.	**18.**
9.	**19.**
10.	**20.**

Advance Payment Deadline Date: 11/10/15

ELECTRICAL ORDER FORM

E ☐ M ☐

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Phone: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		BTH #	

EVENT: **Association of Military Surgeons of the US (AMSUS)**

FACILITY: **Henry B. Gonzalez Convention Center**

DATES: **December 1-2, 2015** **Show# 125040SA**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-042015

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			89.00	134.00	
1000 WATTS (10 AMPS)			157.00	236.00	
1500 WATTS (15 AMPS)			182.00	273.00	
2000 WATTS (20 AMPS)			208.00	312.00	
208 VOLT SINGLE PHASE					
20 AMPS			396.00	594.00	
30 AMPS			470.00	705.00	
60 AMPS			618.00	927.00	
100 AMPS			814.00	1221.00	
208 VOLT THREE PHASE					
20 AMPS			526.00	789.00	
30 AMPS			629.00	944.00	
60 AMPS			824.00	1236.00	
100 AMPS			1085.00	1628.00	

Transformer (20 amp minimum charge) Total Amps: _____ x 3.00 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		25.00	
POWER STRIP		25.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		90.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		160.00	

PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL: PHONE:

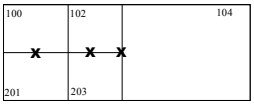
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

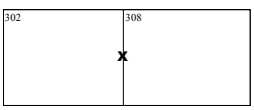
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

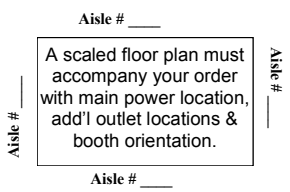
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



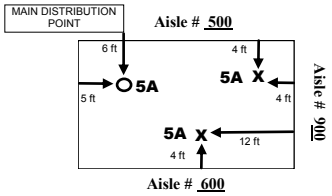
(IN-LINE BTHS) (PENINSULA)



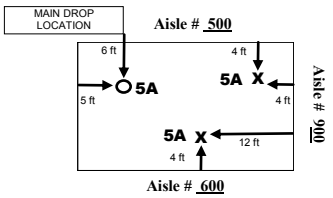
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 11/10/15

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Ph: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		**BTH #**	
EVENT:	**Association of Military Surgeons of the US (AMSUS)**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**December 1-2, 2015**	**Show# 125040SA**	

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

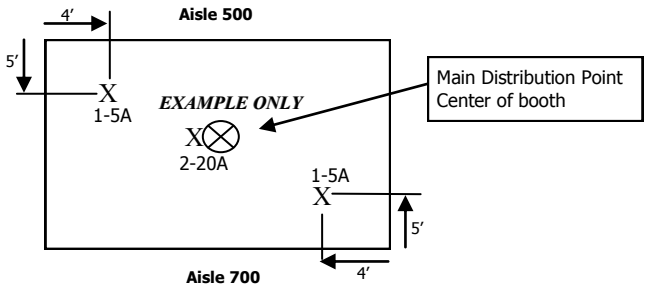
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Data/network cable under carpet (N/A)
3. Connection of all 208V or higher services
4. Wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution (N/A)
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
   - A. Floor plans must include exact outlet locations with dimensions or be to scale
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 11/10/15

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ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Ph: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		**BTH #**	
EVENT:	**Association of Military Surgeons of the US (AMSUS)**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**December 1-2, 2015**	**Show# 125040SA**	

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 90.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... 180.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ..... Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 11/10/15

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Phone: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		**BTH #**	
EVENT:	**Association of Military Surgeons of the US (AMSUS)**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**December 1-2, 2015**	**Show# 125040SA**	

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 11/10/15

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Phone: (210) 662-9450 Fax: (210) 662-9640
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COMPANY:		**BTH #**	
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FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**December 1-2, 2015**	**Show# 125040SA**	

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

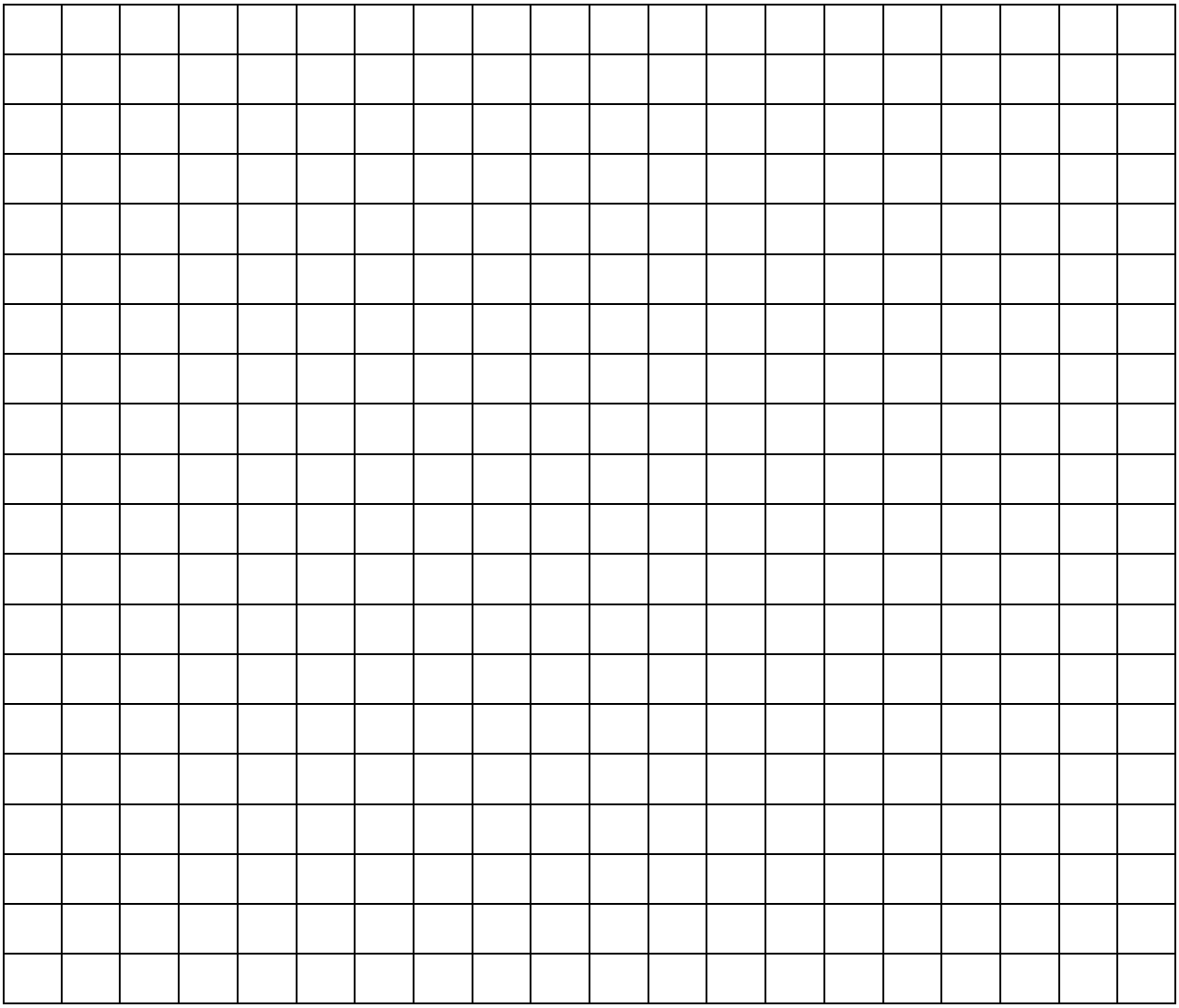
X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /
Billing Company Address:		Incentive Order Deadline: **14 Days Prior 1st Day Show Move-in**
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): /	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: www.smartcitynetworks.com/order/tc.aspx?center=017

Print Authorized Name Accepting Terms and Conditions**:**	Authorized Signature Accepting Terms and Conditions**:**

Dedicated Wired Internet	**Premium Wired Internet**	**Basic Wired Internet**
Routers Allowed	**No wired or wireless routers**	**No wired or wireless routers**
Connection speeds of 3Mbps and up	Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Required for:	**Recommended for**:	**Recommended for**:
• Web Casting • HD Streaming • Routers(wired or wireless)	• Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	• Email • Surfing the Internet
Includes 5 Static Public IP Addresses	**Includes 1 Static Private IP Address**	**Supports 1 device only**

ORDER ON LINE: https://www.smartcitynetworks.com/Order/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	**QTY**	**Incentive**	**Base**	**On-Site**	**Total**
a. Premium Internet Service		$1,095	$1,395	$1,674	
b. Additional Devices for Premium Service		$150	$185	$222	
c. Upgrade to Public IP Address for Premium Internet Service		$199	$299	$358	
d. Basic Internet Service		$695	$895	$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps		$7,850	$9,810	$11,772	
d. Upgrade to 29 Public Static IP Addresses		$995	$1,194	$1,433	
Higher Bandwidth Services Available Online	www.smartcitynetworks.com/Order/Ordering.aspx				
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

For Smart City Use Only: **Customer No: 2015 - 017 -**

Network Security Declaration

Center: Henry B Gonzalez CC (017) - Tx **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2015 - 017 - _____

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

Floor Plan – Communications Cable

Center: Henry B Gonzalez CC (017) - Tx **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2015 - 017 - _____

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

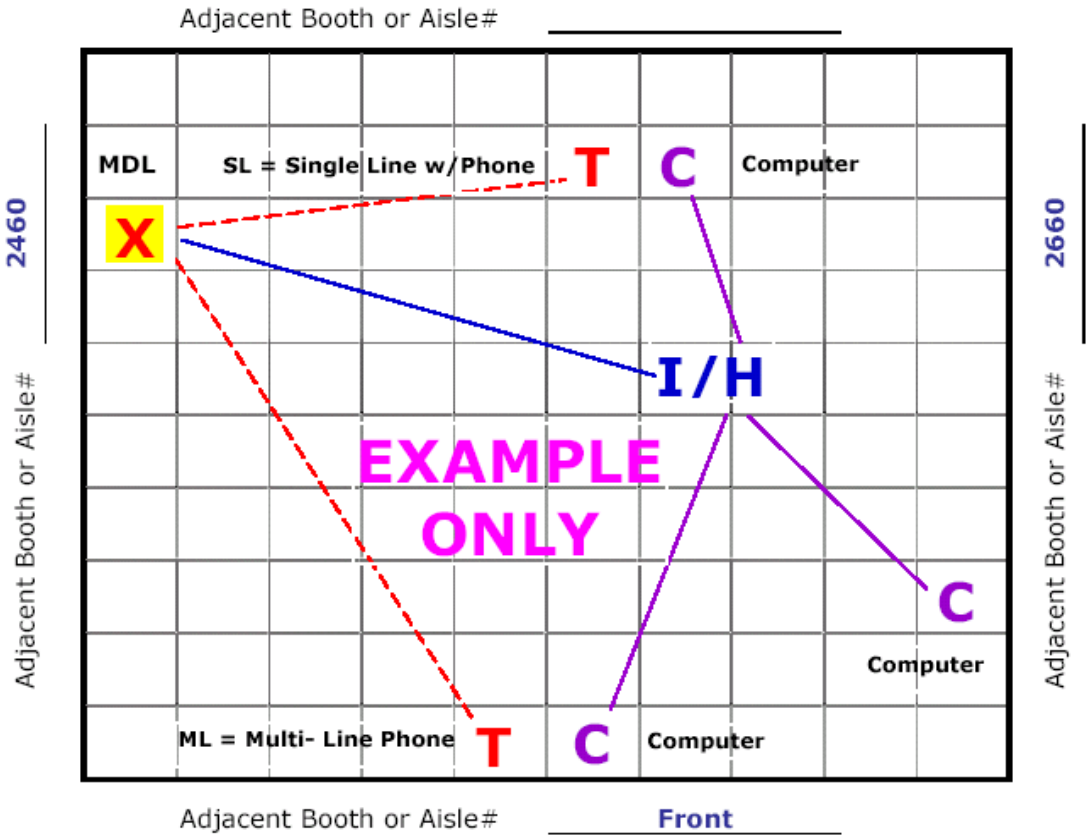
SmartCity

Floor Plan – Communications Cable

Center:	Henry B Gonzalez CC (017) - Tx	**Company Name:**	ABC EXAMPLE COMPANY
Show:	ABC EXAMPLE SHOW	**Booth / Room #:**	2502
		Customer / Ref #:	2015 - 017 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.

A B C E X A M P L E S H O W

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SmartCity

CO2Productions

BRANDSTRATEGY WEBDESIGN PRINTEXECUTION

Your Communiations Needs. Delivered.

Below is a list of servcies we are offering to AMSUS Exhibitors at special discounted rates. If you need something that is not listed below, please let us know what your needs are at **info@co2productions.com**.

client information	*delivery information*	*payment information*
Company Name:	Street Address + Suite:	❑ **Company Check**: made payable to CO2 Productions, LLC
Street Address + Suite:	City State Zip:	❑ **Credit Card**: Visa, MC, AmEx, Disc. Credit Card Services are handled through PayPal. A separate invoice will be generated for Credit Card Transactions.
City State Zip:	Contact Name:	
Contact Name:	Contact Phone:	
Contact Phone:	Special Instructions:	

Special offers for the AMSUS Meeting!

Breathe. We will deliver straight to where you are staying for the AMSUS Meeting.

Booth Materials

- Table Cloths and Throws
- Retractable or Pop-Up Displays
- Table Top Displays
- Branded Giveaway items
- Booth Design and Fabrication
- Way Finding Signs or Floor Decals
- Custom Bags

WE ARE THROWING A SPECIAL SALE!
CUSTOM COLOR TABLE THROW PRINTS
FULL COLOR DYESUBLIMATION
6 ft. Open Back 3-Sided
8 ft. Open Back 3-Sided
6 ft. Full Back 4-Sided
8 ft. Full Back 4-Sided

33.5" Econo Roll Retractable Banner Stand
Professional and economical, this anodized aluminum and light weight retractable banner stand will serve its purpose presenting itself flawlessly.
THINK. CREATE. DISPLAY.

Don't see what you need?

Give us a call.

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NEW PRODUCT
Magnetic 3PC Curved L Banner Stand
• Lightweight and Easy-to-Use Stands
• Can be Shown Separately, in Pairs, or All Together
• Each Stand is 31.5" Wide x 80" Tall
• Material: Fabric
• 1 Year Limited Warranty
YOUR DREAM VACATION IS HERE
PLAN YOUR VISIT TODAY!
FULL COLOR DYESUBLIMATION
Recommended Accessories:
Clip Lights
2-3 BUSINESS DAY TURN-AROUND UPON PROOF APPROVAL
NEXT BUSINESS DAY RUSH SERVICE IS AVAILABLE

Corporate Capabilities

Full Menu of Services

CO2 Productions is the one-stop for all your communications needs. Below is a list of everything we do. Fill out the form on the reverse side or call and tell us what your needs are, then rest assured knowing that we will make it happen.

- **Graphic Design**
  - Branding
  - Identity Development
  - Management
  - Announcements
  - Global Application
- **Marketing**
  - Research
  - Focus Groups
  - Market Testing & Analysis
  - Copy Writing
  - Brand Positioning
  - Multi-Channel Utilization
- **Interactive**
  - Websites
  - Information Architecture
  - Augmented Reality
  - Responsive Web Design
  - Mobile Apps
- **Social Media**
  - Social Channel Engagement
  - Start a Conversation
  - Word-of-Mouth
  - Buzz Campaigns
  - Social Channel Management
- **Print**
  - Personalization
  - Brochures
  - Direct Mail
  - Business Cards
  - Announcements
  - Annual Reports & 10K's
  - Proposals
  - Books & Manuals
  - Postcards
  - Letterhead & Envelopes
  - Magazines
  - Periodicals/Newsletters
- **Point Of Sale / Signs**
  - In-Store Graphics
  - Way Finding Signage
  - Client Engagement
  - Environmental Signage
  - Trade Show Support
  - Booth Design / Fabrication
- **Events**
  - Planning & Implementation
  - Booth Design / Fabrication
  - Environmental Signage
  - Collateral
  - Catering Management
  - Entertainment Management
  - Promotional Items
  - Corporate Gifts

Print Specials just in time for your event!

Single Sheet Flyer/Handout

8.5 x 11
100# Text or 80# Cover *(Your Choice)*
Full Color
Trim Flat + Packaged
Quantities: 250 / 500 / 1000

1 Sided	2 Sided
250 = $110.00	250 = $150.00
500 = $165.00	500 = $220.00
1000 = $265.00	1000 = $305.00

Posters

11 x 17
100# Text
Full Color - 1 Sided
Trim Flat + Packaged
Choose your Quantity

Price per unit	Price in bulk
1–200 = $1.50***	250 = $325.00
	500 = $360.00
	1000 = $415.00

Business Cards

2 x 3.5
120# Cover
Full Color
Trim Flat + Packaged
Quantities: 250 / 500 / 1000

1 Sided	2 Sided
250 = 85.00	250 = $115.00
500 = $135.00	500 = $160.00
1000 = $185.00	1000 = $235.00

Postcards

4 x 6 / 5 x 7 / 5.5 x 8.5 *(Your Choice)*
100# Cover
Full Color
Trim Flat + Packaged
Quantities: 250 / 500 / 1000

1 Sided	2 Sided
250 = $120.00	250 = $145.00
500 = $155.00	500 = $175.00
1000 = $185.00	1000 = $210.00

Brochures

8.5 x 11
100# Text or 80# Cover *(Your Choice)*
Full Color - 2 Sided
Trim and Folded + Packaged
Quantities: 250 / 500 / 1000
250 = $220.00
500 = $285.00
1000 = $330.00

Hire Us!
We enjoy working with all of our clients and it would be our pleasure to work with you.

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...and we've got it down to a science with all the essential elements to serve your needs.

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AMSUS - The Society of Federal Health Professionals

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